Rare Book and Manuscript Library
Annual Report, FY2003

Introduction

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Tamar Dougherty began work as Project Archvist for the David Dinkins papers in February 2003. In April, Joshua Lupkin resigned as Curator of the Herbert H. Lehman Suite and Papers. A national search was also undertaken to fill this vacancy. Also in April, a long-time staff member Henry Rowen died after a short illness. Karen Velez-Aponte was appointed to the position of BA - V at the beginning of the new fiscal year.

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playing cards, dating from the medieval period (possibly the largest collection of cards in the world); the papers of John Oakes, former Editorial Director of the New York Times, responsible for the founding of the Op-Ed page in that paper; and the papers of the late Roone Arledge. Important additions to the Bakhmeteff Archive of Russian and East European History and Culture were the papers of translator Mirra Ginsburg, the records of the YMCA in France – an important émigré outpost in the post-1917 period; and the Mark Popovski papers. Two very interesting gifts to the papers of the Carnegie Corporation were also received: the first, a donation of papers from Carnegie Hall, included miscellaneous materials relating to the Home Trust Company, a financial institution in New Jersey that administered many of the Carnegie funds until 1973; the second comprised a group of ledgers and stock certificates also from the Home Trust Company, purchased by the Carnegie Corporation of New York from a private collector and donated to the Rare Book and Manuscript Library.

The fiscal year 2002-2003 also brought six new items to the holdings of medieval and Renaissance manuscripts at Columbia. From the 12th century are a codex produced in Spain with the lives of the holy Dominicans, as well as three small cut-out initials, probably of German origin. Two binding fragments date from the 14th century, as does a companion leaf to another leaf from the same English bible already in our collection. A 15th-century Italian medical practitioner's booklet was acquired because of its peculiar composition: all 40 leaves are in a single gathering. Intended as a working copy of medical "recipes" the book includes a prescription entitled "For the Memory," explaining that "This mixture sharpens the mind and the senses, and clarifies the intellect, and it is a mixture that is made for wise people and those who wish to learn," an apt gift for a university.

In all, gifts-in-kind to the Rare Book and Manuscript Library totaled over $750,000 in appraised or estimated value. Many collections and unique items were purchased as well from endowed funds and special grants from the Libraries acquisition budget. Monetary contributions to augment RBML's unrestricted fund added up to nearly $7,000.

Negotiations began or continued with representatives of a number of major collections, including the Human Rights Watch archives, the Paul Robeson papers, the Amiri Baraka papers, the C.L.R. James papers, the Robert L. Merton papers, and a number of others.

Access to RBML Collections

In May, discussions began – or rather picked up from an earlier stage – for RECON of the Rare Book and Manuscript Library collections. Funds received from the Mellon Foundation in March have released other earmarked funds for use on RBML materials. Approximately 15-20% of the collection is scheduled for this project in FY2004.

The manuscript department began a series of meetings with Stephen Davis and Terry Catapano with the intent of developing a unified approach to the creation and publication of manuscript finding aids. In the meantime, Patrick Lawlor and his assistants encoded 23 finding aids, bringing the total of electronic finding aids from RBML that have been published online to 154. Over 1 million hits on the manuscript site were recorded in FY2003, growing to nearly 30,000 per week.

Grants and Projects

Andrew W. Mellon Foundation Grant to Survey Unprocessed and Under-Processed Collections in the Rare Book and Manuscript Library: The Rare Book and Manuscript Library received a grant in March 2003 a grant of $210,000 to survey unprocessed collections and under-processed collections in RBML, Avery, and Starr. Jonathan Lill began work on August 1 as the Project Manager, under the general supervision of the Preservation Division. After spending two months hiring support staff and students, developing and testing a database for inputting information, and

ordering supplies, Jonathan set his teams to work on October 1. We anticipate that this project will provide useful information to us which will enable us to take advantage of future funding opportunities.

The Papers of John Jay, 1745-1829 was opened to the public on December 12, 2002. This NEH-funded project ended on May 31, 2003. Although clean-up and enhancement work on the project still continues, the database – which contains over 20,000 images of Jay papers, searchable by name of writer, name of recipient, holding institution, date and keyword in abstracts – has been well-received by scholars. Two proposals for letterpress editions of selected Jay papers were rejected by government agencies, but one was re-submitted in October 2003, in the hope of future funding. In addition to a grant from the Florence Gould Foundation which enabled us to do additional work on the database, a grant of $29,000 was received from the Peck Stackpool Foundation. This was used to keep the Project Editor, Mary-Jo Kline, on staff for seven months to help with grant proposals and issues related to the scholarly use and content of the database.

The *Digital Scriptorium* continued to add images and plan for future developments. Meetings with representatives of Harvard, Yale, and Berkeley yielded a consensus that a new grant proposal would be submitted to the National Endowment for the Humanities in order to create a sustainable technological and financial future for the program. This grant was written by Consuelo Dutschke and Jennifer Barrager and submitted to meet the July 1, 2003 deadline.

Two additional NEH-funded projects, the Joseph Urban Digitization and Stabilization project and the Preservation of Twentieth Century Oral Histories, although dealing with materials held by the Rare Book and Manuscript Library, were managed by the Preservation Division.

Staffing and Personnel

A number of staffing changes occurred in FY2003. On January 1, William Stingone, the Curator of the Carnegie Collections resigned to become head of the Manuscript Division of the Research Libraries of the New York Public Library. This position was filled after a national search by Jane Gorshevsky, who had held a temporary appointment as a Project Archivist in RBML. A search for a new Project Archivist was undertaken in the summer of 2003.

Tamar Dougherty began work as Project Archvist for the David Dinkins papers in February 2003. In April, Joshua Lupkin resigned as Curator of the Herbert H. Lehman Suite and Papers. A national search was also undertaken to fill this vacancy. Also in April, a long-time staff member Henry Rowen died after a short illness. Karen Velez-Aponte was appointed to the position of BA - V at the beginning of the new fiscal year.

Consuelo Dutschke, the Curator of Medieval and Renaissance Manuscripts was hospitalized for several months, suffering from a serious neurological problem from which to the great relief of all, she recovered, returning to the Library in March.

Tara Craig joined the library in a new position as supervisor of the RBML reference desk. This new position was received with great pleasure by the curatorial staff who no longer found themselves spending full days doing public service. Another addition to the staff, although temporary, was Mary-Jo Kline, who worked from September through June as part-time editor of the John Jay papers.

The position of Rare Book Curator, vacant since Rudolph Ellenbogen's retirement in FY2002, remained vacant, pending potential reorganization of the RBML staff.

Other Activities and Events

A great deal of time in FY2003 was devoted to planning the removal of collections from the Rare Book and Manuscript Library stacks so that renovation of the spaces, scheduled to begin in September 2003 could take place. A great effort was made in the last quarter of the year to barcode manuscript boxes, rehouse collections, and review finding aids for materials that were scheduled to go to RECAP or, later in the summer, to a storage facility in Brewster, New York. More than 21,000 manuscript boxes were sent off to RECAP in April, May and June, thanks to heroic efforts on the part of Patrick Lawlor and the GAs under his supervision. Jane Siegel and Bernie Crystal continued to work out the details of collection removal with Aline Locasio and Jeff Barton, and to attend planning meetings with architects, security technicians, and contractors involved in the complicated renovation of the secure stack space.

In November 2002 a roof leak caused severe flooding on the 15th-floor of the stacks. Despite repairs, leaks continued to occur at regular intervals throughout the remainder of the year, entailing a number of night and weekend visits by staff members. Equally worrisome, leaks developed in the exhibition cases on the south walls of the reading area in early January. Fortunately, these were repaired by Facilites in time for installation of the exhibition of Japanese prints on loan from Waseda University.

After nearly twelve years of detailed negotiation, we were pleased to receive a completed Deed of Gift from the Carnegie Corporation.

Jean Ashton
September 30, 2003

Annual Report
FY03 Copy

The Rare Book and Manuscript Library

The Rare Book and Manuscript Library in FY2003 continued to develop its collections and expand its outreach, both to the Columbia community and to the outside world. More than 4,000 reader days were logged, incorporating visits from researchers from all over the world. Some 27,000 photocopies were made for readers and over 1 million hits recorded on the RBML collections home page. Highlights of the year include new programs, a substantial increase in gifts-in-kind, and a new staff position.

Our Growing Collections

Although the Rare Book and Manuscript Library purchased some significant archival collections in FY2003, including the papers of writers Paul Auster and Maureen Howard and the archives of book publisher Vincent FitzGerald & Company, the largest additions to the RBML collection came directly as gifts. These included the archives of the New York City Chamber of Commerce, 1790 – 1981, donated by the New York City Partnership; the David Dinkins papers, given by Mr. Dinkins and his associates; the Albert Field collection of more than 6,000 packs of historical playing cards, dating from the medieval period (possibly the largest collection of cards in the world); the papers of John Oakes, former Editorial Director of the New York Times, responsible for the founding of the Op-Ed page in that paper; and the papers of the late Roone Arledge. Important additions to the Bakhmeteff Archive of Russian and East European History and Culture were the papers of translator Mirra Ginsburg, the records of the YMCA in France – an important émigré outpost in the post-1917 period; and the Mark Popovski papers. Two very interesting gifts to the papers of the Carnegie Corporation were also received: the first, a donation of papers from Carnegie Hall, included miscellaneous materials relating to the Home Trust Company, a financial institution in New Jersey that administered many of the Carnegie funds until 1973; the second comprised a group of ledgers and stock certificates also from the Home Trust Company, purchased by the Carnegie Corporation of New York from a private collector and donated to the Rare Book and Manuscript Library.

The fiscal year 2002-2003 also brought six new items to the holdings of medieval and Renaissance manuscripts at Columbia. From the 12th century are a codex produced in Spain with the lives of the holy Dominicans, as well as three small cut-out initials, probably of German origin. Two binding fragments date from the 14th century, as does a companion leaf to another leaf from the same English bible already in our collection. A 15th-century Italian medical practitioner's booklet was acquired because of its peculiar composition: all 40 leaves are in a single gathering. Intended as a working copy of medical "recipes" the book includes a prescription entitled "For the Memory," explaining that "This mixture sharpens the mind and the senses, and clarifies the intellect, and it is a mixture that is made for wise people and those who wish to learn," an apt gift for a university.

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Outreach to the Campus

Jenny Lee, Librarian for Public Services and Programs, has continued to be actively engaged in introducing students and faculty to the Rare Book and Manuscript Library collections through exhibitions, lectures, classroom programs and publications. Exhibitions in FY2003 included, in the Kempner (East) Gallery: "'A Play to be Played:' John Steinbeck on Stage & Screen," supported in part by a National Endowment for the Humanities grant for the Steinbeck Centennial; "'The Ground of Artes:' Mathematical Instruments and Illustrated Books from the David Eugene Smith Collection"; "Three Hundred Years of the Forty-Seven Ronin: A Chushingura

Retrospective from the Collections of Waseda and Columbia Universities," sponsored by the Donald Keene Center; and "Art and Advertising: A Selection of Posters Commissioned by American Publishers, 1894-1908."

Exhibitions in the West Gallery were "Trans/Revelations: Persian Translations of the Quran;" "The Imperial Corps of Pages: Selections from the Bakhmeteff Archive"; and "Things in Their Identity: Photographs and Art Work of Thomas Merton." A small exhibition of the manuscript of William Burroughs' 1953 novel, *Junkie,* was mounted in conjunction with a panel on the topic sponsored by Viking Penguin Books.

Lectures or talks relating to these exhibitions included "The Matter of Calculation: Early Modern Arithmetical Books & Instruments at Columbia" by Assistant Professor Matthew Jones of the History Department; and "Galileo and His Circle," by David Freedburg, Director of the Italian Academy in America and Professor of Art History. An essay about John Steinbeck written by his long-time theatrical agent, the late Annie Laurie Williams and introduced by the Steinbeck scholar Robert DeMott was published by the Rare Book and Manuscript Library in the fall of 2002.

Access to the Rare Book and Manuscript Library is not limited to researchers and exhibition visitors. More than a hundred classes, lectures and tours were held in RBML, introducing over a thousand visitors and students to the collections. In the spring semester, for example, classes were brought in by faculty from the departments of Music, Comparative Literature, English, Art History, Theater, Women and Gender Studies, History, and Classics to study and use materials from the Library for their term projects and papers. Objects studied included liturgical manuscripts from the Middle Ages, American maps, contemporary artists' books, set models, early mathematical texts, the papers of the National Emergency Civil Liberties Committee, and type specimens. In addition, following its definition as a "lab" for the Core Curriculum, the Rare Book and Manuscript Library was visited by six Lit Hum classes, who – under the guidance of curators and faculty – examined first and rare editions of works they had been reading. Among these were papyrus fragments of Homeric texts, the first printed edition of the *Iliad* (1488), Shakespeare's 1st Folio (1623), and the first edition of Virginia Woolf's *To the Lighthouse.*

Digital Programs and Projects

The oldest items in the Rare Book and Manuscript Library date from 3500-3000 BCE. Because early materials are fragile and thus available only to scholars who can examine them on site, making online images of items from special collections and providing information about them in electronic form to audiences around the world has a high priority. Since the mid-1990s, the Library has both developed and participated in projects to create digital finding aids and image databases of its collections. In FY2003, work continued on a number of existing projects that promise increased accessibility to collections. These include:

The Digital Scriptorium: A visual union catalog of medieval and Renaissance manuscripts, the Digital Scriptorium was created by a consortium of institutions that now includes in addition to Columbia, the University of California at Berkeley, the University of Texas at Austin, the New York Public Library, the Jewish Theological Seminary, Johns Hopkins University, the University of Missouri-Columbia, the Huntington Library, the Grolier Club, and the Union Theological Seminary. Intended to unite scattered resources into an international tool for teaching and scholarly research, this image database continues to grow. As a visual catalog, it allows scholars to verify with their own eyes cataloguing information about places and dates of origin, scripts, artistic styles, and quality without visiting individual libraries.

The Papers of John Jay, 1745-1829: This image database, funded by the National Endowment for the Humanities and the Florence Gould Foundation, makes available more than 20,000 pages of photocopied letters, documents, diaries, and printed material from the collection of Jay material amassed by the late Professor Richard B. Morris in his project to publish a four-volume edition of Jay papers. The images, gathered from libraries and archives around the world, are searchable

by name of writer, name of recipient, date, holding institution and keywords in the abstracts. Jay's correspondents include Gouverneur Morris, John Adams, Thomas Jefferson, Alexander Hamilton, George Washington and many other figures instrumental in the years of the American Revolution and the founding of the early republic. Although the database, which was opened to the public in December 2002, is still being enhanced and refined, evidence of its impact on American historical scholarship is already coming in.

APIS (Advanced Papyrological Information System): Although not directly under the leadership of the Rare Book and Manuscript Library, this collaborative effort to put images of papyri online is centered at Columbia and, like the Digital Scriptorium, it has made Columbia's important collection of papyrus fragments and ostraka inscriptions available to a wide public in the context of other university collections, creating a searchable archive of these very important and easily damaged artifacts.

Joseph Urban Stage Designs: Stabilization and Access: The Library owns more than 300 set models created by the Viennese architect and stage designer, Joseph Urban between 1912 and his death in 1932, along with hundreds of watercolors, sketches, notes, and plans. Urban, whose architectural work included the Hearst Building in New York and Mar-A-Lago in Florida, designed productions for the Metropolitan Opera, the Ziegfeld Follies, the Boston Opera, and the Broadway stage. A grant awarded to the Libraries in 2002 by the National Endowment for the Humanities will enable us to provide physical stabilization of the fragile set models and to create an approximate 2,550 surrogate images of Urban's distinctive and important work. The grant, begun in June 2002, is scheduled for completion in 2004. Managed by the Preservation Division, this project has had the added advantage of removing the bulky models from the soon-to-be-renovated stacks and providing them with new protective housing.

Other Activities

Other activities in FY2003 in the Rare Book and Manuscript Library include planning and securing a grant from the Andrew W. Mellon to survey over 500 unprocessed collections in the Rare Book and Manuscript Library, as well as a group of similarly unprocessed or under-processed collections in Avery and Starr (this grant was received in March and begun in August 2003); encoding finding aids for digital dissemination; planning and beginning the implementation of temporary removal of up to 50,000 linear feet of collections from the Butler stacks in preparation for renovation of the top four floors of the building and the roof; and working with the Libraries Digital Program to develop policies and templates for online exhibitions and exhibition catalogs of special collections materials.

Jean Ashton
October 14, 2003

Annual Report FY03

X-Authentication-Warning: sawasdee.cc.columbia.edu: cwd3 owned process doing -bs
Date: Wed, 3 Sep 2003 21:23:34 -0400 (EDT)
From: Consuelo W Dutschke <cwd3@columbia.edu>
Sender: cwd3@columbia.edu
To: Jean W Ashton <jwa8@columbia.edu>
Subject: med/ren acq.

Jean,

Here is the short version, and then here is a long version. Needless to say, the long version is more interesting. Do what you want with either version.

\Consuelo

During the fiscal year 2002-03, six acquisitions were made in the area of medieval and renaissance manuscripts: from the 12th century are a codex produced in Spain with the lives of holy Dominicans, as well as three small cut-out initials probably of German origin. Two binding fragments (of which one is in Anglicana script) date from the 14th century, as is a companion leaf to another leaf from the same English bible, already in the collection. A 15th-century Italian medical practioner's booklet was acquired because of its peculiar composition: all 40 leaves are in a single gathering.

The fiscal year 2002-03 brought six items to the holdings of medieval and renaissance manuscripts at Columbia. The most impressive is a volumes of lives of Dominican holy men, compiled by Gerald of Frachet at the request of the head of the order of Friars Preacher, Humbert of Romans. This copy dates from within twenty-thirty years of the Gerald's work; most interesting is that it was produced in Spain. This fills a gap in Columbia's holdings, between a Spanish manuscript copied ca. 100 years earlier, and one copied ca. 100 years later: all three demonstrate classically Spanish letter forms, and will thus be very useful in paleography classes.

Codicologically intriguing is, instead, a small booklet of medical recipes, produced in Italy during the fifteenth century; all of its forty leaves constitute a single gathering. It was certainly intended as a working copy, since pages have been left blank throughout, to allow space for more recipes of similar purpose. Among the recipes present is one that should prove valuable to the Columbia community: "For the Memory. This mixture sharpens the mind and the senses, and clarifies the intellect, and it is a mixture that is made for wise people and for those who wish to learn."

During this year a leaf from a fourteenth-century English bible joined a fellow leaf that has been part of Columbia's holdings since the 1930s. The new leaf has a small gold initial and floral spray; these decorative elements ---even more than the script--- are immediately recognizable as those found in what must have been a large lectern bible in two volumes, made for the Benedictine nuns of St. Radegund's in Cambridge.

Also among this year's acquisitions are three small painted initials (Germany, twelfth century); part of a leaf of glossed canon law in Anglicana script (England, first half of the fourteenth century); and a leaf from a calendar in a missal that, to judge from the saints celebrated, must have belonged to a Cistercian house (probably Austria, from the turn of the fourteenth century).

FY 2003
Annual Rpt File

jg2138@columbia.edu, 10:13 AM 8/22/03 -0400, new acquisitions by Carnegie Collections

Date: Fri, 22 Aug 2003 10:13:23 -0400
From: jg2138@columbia.edu
To: Jean W Ashton <jwa8@columbia.edu>
Subject: new acquisitions by Carnegie Collections
X-Mailer: Mulberry/3.0.0 (Win32)
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.35

Dear Jean,
Below please find the information on our new acquisitions for your annual report. Thanks,

Jane G.

Carnegie Collections acquisitions, summer 2002: Home Trust Company Records

Background:
The role of this financial institution was to invest, keep, and distribute the money Carnegie had set aside for philanthropic activities, as well as distribute money and pensions to relatives, friends, and others as Andrew Carnegie thought appropriate. The Trust, officially a banking firm, never engaged in general banking business. It functioned primarily as the trustee and administrator of trust funds established by Carnegie during his lifetime and then served as the executor of his will. Other Trusts administered by the Home Trust Company included those set up by George Lauder and Louise W. Carnegie, the railway equipment and other corporate trusts, and trusts for the payment of annuities and Carnegie Hall employee pensions. The Company also served as the source from which Franks, according to Carnegie's instructions, distributed Steel bonds to the trustees of the philanthropic trusts started by Carnegie

The company was chartered in New Jersey and had its headquarters in Hoboken. Robert A. Franks, Carnegie's close friend and financial agent from 1883 until Carnegie's death in 1919, was the president of the Company. The other directors were George Lauder, Andrew Carnegie II, Alexander and George King, and Howard Russell Butler. Robert Franks eventually became the Treasurer of CCNY. In 1936 since the Corporation owned most of the Company's common stock, the Corporation's officers undertook the responsibility of running the Company. Until 1962, it continued to administer trusts from which personal pensions and annuities were paid to those on Carnegie's list who survived. In 1962, the Home Trust Company and CCNY entered into an agreement with Hudson Trust Company (later Hudson United Bank) whereby Hudson would administer the business of the Home Trust Company. In 1973 CCNY dissolved the Home Trust Company.

New Acquisitions, Summer 2003:

The bulk of Home Trust Company files (20 lin. feet) were acquired by Columbia in 1993, however some materials, previously stored at Hudson Bank, were subsequently dispersed. With valuable assistance from the Carnegie Hall Archivist Gino Francesconi, I was able to fill some gaps in this collection, by adding the following two groups of Home Trust materials.

I. Additions to Robert Franks Files (received as a gift from Carnegie Hall, May 2003)

1. Carnegie Trusts for payments of annuitites - Income Tax Returns, Federal and New York State, with associated correspondence and agents reports, 1916 - 1934
2. Hudson Trust Company, CCNY, Carnegie Steel Company Correspondence, 1916 - 1923
3. Check registers (some with blank checks), 1930 - 1945
4. Tin Plate Rolodex with addresses of annuitants and amount of annuity, (including members of Carnegie family, Helen Keller, Harriet; Carnegie Hall Pension Trust etc)
5. Ledger: R. A. Franks, Guardian for Anna Medbet Kellum

II. Corporate Files - (items found by Gino Francesconi and purchased by CCNY from a private collector Mr. Biaggio Vaio, in Jun. 2003 upon my recommendation):

1. Stock Ledger: alphabetical listing of stock holders, amount of their shares, transfer and certificate numbers, 1901 - 1936, (100 p., ms.) ,
2. Home Trust Company Ledger, including Certificate of Incorporation, by-laws Minutes of Board of Directors Meetings",1899 - 1919 (301 p., ms.)
3. Home Trust Company Ledger: Minutes of Board of Directors Meetings, 1919 - 1938, (192 p., ts. signed by Franks, Robert A.; King, George W.)

4. Home Trust Company Stock certificates and transfers, Nos. 1- 59, filled out, signed and dated, in sequence with few missing, 1901 - 1964 (includes certificates issued to Bertram, James; Carnegie, Andrew; Franks, Robert A.;Whitfield, Henry, CCNY) .In 1925, CCNY accepted, as part of its legacy, the 965 shares of Home Trust Company stock held in the estate. The collection includes this important transfer certificate (no. 26) to CCNY for 965 shares (issued to Andrew Carnegie on January 14th, 1902), transferred to CCNY on May 18, 1925

5. Home Trust Company Stock certificates Nos. 63 - 100: Clean book, $100/share with transfer stubs

RARE BOOK AND MANUSCRIPT LIBRARY
Columbia University

535 West 114th Street
615 Butler Library
New York, NY 10027

Corliss Lamont Rare Book Reading Room
George D. Woods Manuscript Reading Room
Alan and Margaret Kempner Exhibition Room

Director of the Rare Book & Manuscript Library: (212) 854-2231 ashton@columbia.edu
Curator of Manuscripts: (212) 854-8481 crystal@columbia.edu

General Information: (212) 854-5153
Web address: http://www.columbia.edu/cu/lweb/indiv/rare

HOURS: Readers should call the General Information telephone number or check the Rare Book Web Site for a listing of current hours before coming to the Rare Book and Manuscript Library.

COLLECTIONS: The Rare Book Department houses the rare book collections of the university, comprising some 500,000 volumes in all subject areas except law, art and architecture, health sciences, and East Asian languages and literature. Its collections are particularly strong in English and American literature and history, Greek and Latin classical authors, mathematics and astronomy, economics and banking, history of the theater, photography, history of printing, New York City politics, and sources of education.

Medieval, Renaissance, and Near and Middle Eastern manuscripts are housed in the Rare Book Department, along with cuneiform tablets epigraphy specimens, papyri, ostraca, paintings, drawings, maps, posters, printed ephemera, portraits, and mathematical instruments.

The Manuscript Department is the university's major repository for collections of original papers, letters, manuscripts, and documents. Numbering 28,000,000 manuscripts filed in 3,000 separate collections, the holdings include major original resources in nearly all subjects and academic disciplines. The holdings however, are especially strong in English and American history and literature, publishing, business and banking, international affairs organizations, social work, and oral history.

The Bakhmeteff Archive of Russian and East European History and Culture contains collections relating to 20th century Russia and the Soviet Union, and the Russian émigré communities in Europe and the United States after 1917. The papers of the Carnegie Corporation, Carnegie Foundation for the Advancement of Teaching, and the Carnegie Endowment for International Peace are also housed in the Library. The Herbert H. Lehman Papers in the International Affairs Building, comprise the Governor's personal and professional papers along with papers of his associates.

ACCESS: The collections are available for the use of Columbia University faculty and students, and for those in affiliated institutions, and for readers not affiliated with Columbia who are engaged in scholarly or publication projects. Readers are asked to register at the Reference Center and to provide current photographic identification cards from the institution with which they are affiliated. Non-Columbia undergraduates are required to apply in advance and to provide letters from their faculty advisors explaining their need to use the manuscript and rare book collections. Columbia undergraduates should consult with the curator of manuscripts regarding the use of the collection. Faculty may arrange for seminars or class visits with library staff. Some collections require forty-eight hours advanced notice.

LOCATING MATERIALS: For books, readers are advised to use the card catalog and the CLIO database in the Butler Library Reference Department for full subject and added entry access. Access to the manuscript collections is through the files of description sheets and registers shelved at the desk in the Rare Book and Manuscript Library Reference Center. The reference librarians will provide information concerning the use of the Library's special card catalogs for books and manuscripts and for access to uncataloged materials.

FURTHER INFORMATION: Brief cases, book tags, and other luggage and outdoor clothing should be left in the lockers in Room 614 Butler Library to the left of the main entrance of the Rare Book and Manuscript Library. Neither rare books nor manuscripts circulate, and notes must be taken in pencil. Microfilming and photographic services are available, but may be limited by restrictions placed by the donors or by the physical condition of the materials. The reference librarians will advise users on publication permission.

Rare Book and Manuscript Library
Statistics Summary - 2002 - 2003

Jean –
Stats
for your
annual report
Nancy

NO. OF MANUSCRIPTS USED												
Month	July	August	September	October	November	December	January	February	March	Ap...	...ay	June
Current	229,438	292,777	120,055	299,564	225,564	100,275	157,627	181,174	240,627	108,166	113,800	142,866
YTD	229,438	522,215	642,270	941,834	1,167,398	1,267,673	1,425,300	1,606,474	1,847,101	1,955,267	2,069,067	2,211,933

NO. OF BOOKS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	857	333	422	873	868	672	337	565	661	824	372	516
YTD	857	1,190	1,612	2,485	3,353	4,025	4,362	4,927	5,588	6,412	6,784	**7,300**

NO. OF BAKHMETEFF MANUSCRIPTS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	20,605	29,215	41,433	56,710	74,502	102,100	20,805	34,803	25,042	39,436	45,327	39,229
YTD	20,605	49,820	91,253	147,963	222,465	324,565	345,370	380,173	405,215	444,651	489,978	**529,207**

TOTAL CIRCULATION WITH REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,554	628	574	1,086	1,078	880	562	744	881	963	606	806
YTD	1,554	2,182	2,756	3,842	4,920	5,800	6,362	7,106	7,987	8,950	9,556	**10,362**

TOTAL CIRCULATION WITHOUT REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,278	452	394	815	814	651	366	528	649	719	396	577
YTD	1,278	1,730	2,124	2,939	3,753	4,404	4,770	5,298	5,947	6,666	7,062	**7,639**

Rare Book and Manuscript Library
Statistics Summary - 2002 - 2003

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Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	20,605	29,215	41,433	56,710	74,502	102,100	20,805	34,803	25,042	39,436	45,327	39,229
YTD	20,605	49,820	91,253	147,963	222,465	324,565	345,370	380,173	405,215	444,651	489,978	**529,207**

TOTAL CIRCULATION WITH REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,554	628	574	1,086	1,078	880	562	744	881	963	606	806
YTD	1,554	2,182	2,756	3,842	4,920	5,800	6,362	7,106	7,987	8,950	9,556	**10,362**

TOTAL CIRCULATION WITHOUT REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,278	452	394	815	814	651	366	528	649	719	396	577
YTD	1,278	1,730	2,124	2,939	3,753	4,404	4,770	5,298	5,947	6,666	7,062	**7,639**

Rare Book and Manuscript Library
Statistics Summary - 2002 - 2003

NUMBER OF READERS/RESEARCHERS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	341	304	245	387	404	292	243	297	485	383	310	348
YTD	341	645	890	1,277	1,681	1,973	2,216	2,513	2,998	3,381	3,691	**4,039**

TOTAL PHOTOCOPY EXPOSURES (RBML& Lehman Suite)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	3607	1360	1405	2947	1500	1655	2127	2956	2499	2748	352	4170
YTD	3,607	4,967	6,372	9,319	10,819	12,474	14,601	17,557	20,056	22,804	23,156	27,326

NO. OF TELEPHONE CALLS RECEIVED (Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	401	349	302	479	343	284	243	187	222	115	79	107
YTD	401	750	1,052	1,531	1,874	2,158	2,401	2,588	2,810	2,925	3,004	**3,111**

NO. OF ADMINISTRATIVE CALLS RECEIVED (Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	366	507	285	694	517	296	303	217	149	87	53	44
YTD	366	873	1,158	1,852	2,369	2,665	2,968	3,185	3,334	3,421	3,474	**3,518**

PERMISSIONS GRANTED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	11	13	4	14	4	9	4	12	8	3	10	6
YTD	11	24	28	42	46	55	59	71	79	82	92	**98**

Rare Book and Manuscript Library
Statistics Summary - 2002 - 2003

GENERAL CIRCULATION - CHECK OUTS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	7,152	9,183	4,646	6,430	10,178	4,370	1,606	1,159	1,448	1,637	1,146	1,231
YTD	7,152	16,335	20,981	27,411	37,589	41,959	43,565	44,724	46,172	47,809	48,955	50,186

GENERAL CIRCULATION - RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,547	1,447	1,004	1,819	3,820	1,030	168	293	391	382	180	283
YTD	1,547	2,994	3,998	5,817	9,637	10,667	10,835	11,128	11,519	11,901	12,081	**12,364**

GENERAL CIRCULATION - CHECK OUTS & RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	8,699	10,630	5,650	8,249	13,998	5,400	1,774	1,452	1,839	2,019	1,326	1,514
YTD	8,699	19,329	24,979	33,228	47,226	52,626	54,400	55,852	57,691	59,710	61,036	**62,550**

CHECK INS (TOTAL SHELVING)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	6,046	7,065	3,741	4,774	6,858	3,497	1,679	1,379	1,557	1,585	1,262	1,433
YTD	6,046	13,111	16,852	21,626	28,484	31,981	33,660	35,039	36,596	38,181	39,443	**40,876**

DIRECTIONAL QUESTIONS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	323	340	363	542	391	375	342	566	419	283	290	328
YTD	419	283	646	1,188	1,579	1,954	2,296	2,862	3,281	3,564	3,854	**4,182**

Rare Book and Manuscript Library
Statistics Summary - 2002 - 2003

REFERENCE QUESTIONS (INCLUDING CATALOG QUESTIONS)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	248	230	207	450	255	315	272	509	419	448	516	507
YTD	248	478	685	1,135	1,390	1,705	1,977	2,486	2,905	3,353	3,869	**4,376**

PUBLIC SERVICE STATISTICS - ORIENTATIONS, LECTURES, TOURS, ETC.												
SESSIONS IN LIBRARY												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	6	1	14	24	13	6	3	11	10	11	0	3
YTD	6	7	21	45	58	64	67	78	88	99	99	**102**

NO. OF ATTENDEES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	36	6	188	266	131	55	20	101	98	138	0	36
YTD	36	42	230	496	627	682	702	803	901	1,039	1,039	**1,075**

CONSULTATIONS SHORTER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	79	127	88	174	78	86	81	56	41	28	21	9
YTD	79	206	294	468	546	632	713	769	810	838	859	**868**

CONSULTATIONS LONGER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	9	12	3	21	8	5	10	13	5	2	0	0
YTD	9	21	24	45	53	58	68	81	86	88	88	**88**

The Rare Book and Manuscript Library

The Rare Book and Manuscript Library in FY2003 continued to develop its collections and expand its outreach, both to the Columbia community and to the outside world. More than 4,000 reader days were logged, incorporating visits from researchers from all over the world. Some 27,000 photocopies were made for readers and over 1 million hits recorded on the RBML collections home page. Highlights of the year include new programs, a substantial increase in gifts-in-kind, and a new staff position.

Our Growing Collections

Although the Rare Book and Manuscript Library purchased some significant archival collections in FY2003, including the papers of writers Paul Auster and Maureen Howard and the archives of book publisher Vincent FitzGerald & Company, the largest additions to the RBML collection came directly as gifts. These included the archives of the New York City Chamber of Commerce, 1790 – 1981, donated by the New York City Partnership; the David Dinkins papers, given by Mr. Dinkins and his associates; the Albert Field collection of more than 6,000 packs of historical playing cards, dating from the medieval period (possibly the largest collection of cards in the world); the papers of John Oakes, former Editorial Director of the New York Times, responsible for the founding of the Op-Ed page in that paper; and the papers of the late Roone Arledge. Important additions to the Bakhmeteff Archive of Russian and East European History and Culture were the papers of translator Mirra Ginsburg, the records of the YMCA in France – an important émigré outpost in the post-1917 period; and the Mark Popovski papers. Two very interesting gifts to the papers of the Carnegie Corporation were also received: the first, a donation of papers from Carnegie Hall, included miscellaneous materials relating to the Home Trust Company, a financial institution in New Jersey that administered many of the Carnegie funds until 1973; the second comprised a group of ledgers and stock certificates also from the Home Trust Company, purchased by the Carnegie Corporation of New York from a private collector and donated to the Rare Book and Manuscript Library.

The fiscal year 2002-2003 also brought six new items to the holdings of medieval and Renaissance manuscripts at Columbia. From the 12th century are a codex produced in Spain with the lives of the holy Dominicans, as well as three small cut-out initials, probably of German origin. Two binding fragments date from the 14th century, as does a companion leaf to another leaf from the same English bible already in our collection. A 15th-century Italian medical practitioner's booklet was acquired because of its peculiar composition: all 40 leaves are in a single gathering. Intended as a working copy of medical "recipes" the book includes a prescription entitled "For the Memory," explaining that "This mixture sharpens the mind and the senses, and clarifies the intellect, and it is a mixture that is made for wise people and those who wish to learn," an apt gift for a university.

In all, gifts-in-kind to the Rare Book and Manuscript Library totaled over $750,000 in appraised or estimated value. Many collections and unique items were purchased as well from endowed funds and special grants from the Libraries acquisition budget. Monetary contributions to augment RBML's unrestricted fund added up to nearly $7,000.

Outreach to the Campus

Jenny Lee, Librarian for Public Services and Programs, has continued to be actively engaged in introducing students and faculty to the Rare Book and Manuscript Library collections through exhibitions, lectures, classroom programs and publications. Exhibitions in FY2003 included, in the Kempner (East) Gallery: "'A Play to be Played:' John Steinbeck on Stage & Screen," supported in part by a National Endowment for the Humanities grant for the Steinbeck Centennial; "'The Ground of Artes:' Mathematical Instruments and Illustrated Books from the David Eugene Smith Collection"; "Three Hundred Years of the Forty-Seven Ronin: A Chushingura

Retrospective from the Collections of Waseda and Columbia Universities," sponsored by the Donald Keene Center; and "Art and Advertising: A Selection of Posters Commissioned by American Publishers, 1894-1908."

Exhibitions in the West Gallery were "Trans/Revelations: Persian Translations of the Quran;" "The Imperial Corps of Pages: Selections from the Bakhmeteff Archive"; and "Things in Their Identity: Photographs and Art Work of Thomas Merton." A small exhibition of the manuscript of William Burroughs' 1953 novel, *Junkie,* was mounted in conjunction with a panel on the topic sponsored by Viking Penguin Books.

Lectures or talks relating to these exhibitions included "The Matter of Calculation: Early Modern Arithmetical Books & Instruments at Columbia" by Assistant Professor Matthew Jones of the History Department; and "Galileo and His Circle," by David Freedburg, Director of the Italian Academy in America and Professor of Art History. An essay about John Steinbeck written by his long-time theatrical agent, the late Annie Laurie Williams and introduced by the Steinbeck scholar Robert DeMott was published by the Rare Book and Manuscript Library in the fall of 2002.

Access to the Rare Book and Manuscript Library is not limited to researchers and exhibition visitors. More than a hundred classes, lectures and tours were held in RBML, introducing over a thousand visitors and students to the collections. In the spring semester, for example, classes were brought in by faculty from the departments of Music, Comparative Literature, English, Art History, Theater, Women and Gender Studies, History, and Classics to study and use materials from the Library for their term projects and papers. Objects studied included liturgical manuscripts from the Middle Ages, American maps, contemporary artists' books, set models, early mathematical texts, the papers of the National Emergency Civil Liberties Committee, and type specimens. In addition, following its definition as a "lab" for the Core Curriculum, the Rare Book and Manuscript Library was visited by six Lit Hum classes, who – under the guidance of curators and faculty – examined first and rare editions of works they had been reading. Among these were papyrus fragments of Homeric texts, the first printed edition of the *Iliad* (1488), Shakespeare's 1st Folio (1623), and the first edition of Virginia Woolf's *To the Lighthouse*.

Digital Programs and Projects

The oldest items in the Rare Book and Manuscript Library date from 3500-3000 BCE. Because early materials are fragile and thus available only to scholars who can examine them on site, making online images of items from special collections and providing information about them in electronic form to audiences around the world has a high priority. Since the mid-1990s, the Library has both developed and participated in projects to create digital finding aids and image databases of its collections. In FY2003, work continued on a number of existing projects that promise increased accessibility to collections. These include:

The Digital Scriptorium: A visual union catalog of medieval and Renaissance manuscripts, the Digital Scriptorium was created by a consortium of institutions that now includes in addition to Columbia, the University of California at Berkeley, the University of Texas at Austin, the New York Public Library, the Jewish Theological Seminary, Johns Hopkins University, the University of Missouri-Columbia, the Huntington Library, the Grolier Club, and the Union Theological Seminary. Intended to unite scattered resources into an international tool for teaching and scholarly research, this image database continues to grow. As a visual catalog, it allows scholars to verify with their own eyes cataloguing information about places and dates of origin, scripts, artistic styles, and quality without visiting individual libraries.

The Papers of John Jay, 1745-1829: This image database, funded by the National Endowment for the Humanities and the Florence Gould Foundation, makes available more than 20,000 pages of photocopied letters, documents, diaries, and printed material from the collection of Jay material amassed by the late Professor Richard B. Morris in his project to publish a four-volume edition of Jay papers. The images, gathered from libraries and archives around the world, are searchable

by name of writer, name of recipient, date, holding institution and keywords in the abstracts. Jay's correspondents include Gouverneur Morris, John Adams, Thomas Jefferson, Alexander Hamilton, George Washington and many other figures instrumental in the years of the American Revolution and the founding of the early republic. Although the database, which was opened to the public in December 2002, is still being enhanced and refined, evidence of its impact on American historical scholarship is already coming in.

APIS (Advanced Papyrological Information System): Although not directly under the leadership of the Rare Book and Manuscript Library, this collaborative effort to put images of papyri online is centered at Columbia and, like the Digital Scriptorium, it has made Columbia's important collection of papyrus fragments and ostraka inscriptions available to a wide public in the context of other university collections, creating a searchable archive of these very important and easily damaged artifacts.

Joseph Urban Stage Designs: Stabilization and Access: The Library owns more than 300 set models created by the Viennese architect and stage designer, Joseph Urban between 1912 and his death in 1932, along with hundreds of watercolors, sketches, notes, and plans. Urban, whose architectural work included the Hearst Building in New York and Mar-A-Lago in Florida, designed productions for the Metropolitan Opera, the Ziegfeld Follies, the Boston Opera, and the Broadway stage. A grant awarded to the Libraries in 2002 by the National Endowment for the Humanities will enable us to provide physical stabilization of the fragile set models and to create an approximate 2,550 surrogate images of Urban's distinctive and important work. The grant, begun in June 2002, is scheduled for completion in 2004. Managed by the Preservation Division, this project has had the added advantage of removing the bulky models from the soon-to-be-renovated stacks and providing them with new protective housing.

Other Activities

Other activities in FY2003 in the Rare Book and Manuscript Library include planning and securing a grant from the Andrew W. Mellon to survey over 500 unprocessed collections in the Rare Book and Manuscript Library, as well as a group of similarly unprocessed or under-processed collections in Avery and Starr (this grant was received in March and begun in August 2003); encoding finding aids for digital dissemination; planning and beginning the implementation of temporary removal of up to 50,000 linear feet of collections from the Butler stacks in preparation for renovation of the top four floors of the building and the roof; and working with the Libraries Digital Program to develop policies and templates for online exhibitions and exhibition catalogs of special collections materials.

Jean Ashton
October 14, 2003

For the RBML Annual Report 2002-2003
Exhibitions and Events:

Kempner Gallery:

July 29 – November 15, 2002
"A Play to be Played:" John Steinbeck On Stage & Screen (JA, JBL)
NEH Steinbeck Centennial Consultant: Robert DeMott
Booklet published containing Robert DeMott essay and
Annie Laurie Williams essay, "John Steinbeck: The man I knew and loved"
Exhibition opening: Thursday, October 3, 2002

December 5, 2002 – February 28, 2003
"The Grounde of Arte:" Mathematical Instruments and Illustrated Books from the David Eugene Smith Collection (JBL)
Exhibition opening: Tuesday, December 3, 2002

Book Arts Lecture, Tuesday, January 21, 2003
Matthew Jones, History Department
"The Matter of Calculation: Early Modern Arithmetical Books & Instruments at Columbia"

Phoenix Society Talk, Tuesday, February 18, 2003
David Freedberg, Art History Department
"Galileo and His Circle"

March 15 –April 1, 2003
"Three Hundred Years of the Forty-Seven Ronin: A Chushingura Retrospective" from the Collections of Waseda and Columbia Universities (Henry Smith)
Exhibition opening sponsored by the Donald Keene Center: March 31, 2003

May – September, 2003

"Art & Advertising: A Selection of Posters Commissioned by American Publishers, 1894-1908," from the Engel Poster Collection (Tara Craig)

West Gallery:

October 3 – November 15, 2002
Trans/Revelations: Persian Translations of the Quran (Chad Kia)
Exhibition opening: Tuesday, December 3, 2002

December 3, 2002 – April, 2003
200th Anniversary of The Imperial Corps of Pages: Selections from the Bakhmeteff Archive (TC)
Exhibition opening: Tuesday, December 3, 2002

May, 2003 – August, 2003

"Things in their Identity:" Photographs and Art Work of
Thomas Merton (PTL, JBL)

Thomas Merton Group Visit: Tuesday, May 20, 2003
The International Thomas Merton Society, BC Chapter and Simon Fraser University
(Burnaby, British Columbia), "Thomas Merton's New York" May 15 - 22, 2003

Cube Case:

April 15 – August, 2003

William Burroughs, *Junkie*, 50th Anniversary Panel Discussion in Butler, Room 203,
Tuesday, April 15, 2003, sponsored by Viking Penguin Books. Panelists included:
Oliver Harris, Ann Douglas, Timothy Murphy, and Regina Weinreich.
RBML typescript of *Junkie* on display in Room 203, and subsequently in RBML.

Rare Book and Manuscript Library

USERS STATISTICS - FY 1998 - 2003

Users Statistics	2002-2003	2001-2002	2000-2001	1999-2000	1998-1999
Readers Visits	2726*	4,375	4,007	4,543	4,082
General Manuscripts Used**	1,237,777	2,831,897	3,571,391	2,567,979	2,566,423
Bakhmeteff Manuscripts Used	222,465	624,258	734,677	832,735	500,724
Photocopies Made	27,326	31,893	27,933	37,533	28,426
GA Hours	3,136	3,433			

* General Manuscripts Readers from December thru June not counted yet (see attached)

**General Manuscripts include Oral History and Lehman Papers (see attached)

PHOTOCOPIES MADE - 2002 -2003

No. of Photocopies Made			
Month/Year	RBML	Lehman Suite	TOTAL
July	3,607	0	3,607
August	1,360	0	1,360
September	1,405	0	1,405
October	2,377	570	2,947
November	1,492	18	1,500
December	1,509	146	1,655
January	2,051	76	2,127
February	2,351	605	2,956
March	1,891	608	2,499
April	2,701	47	2,748
May	352		352
June	4,166	4	4,170
TOTAL	**25,262**	**2,074**	**27,326**

Rare Book and Manuscript Library
2002-2003

Student Assistants (GAs) - Acct 2-78800				
Work Period Covered	**Hours**	**Total Salary**	**Fringe**	**Dept. Charge**
6/16/02 - 6/30/02	240.50	2344.44	$266.55	$2,610.99
7/7/02 - 7/14/02	173.75	1626.81	252.93	1,879.74
7/21/02 - 7/28/02	241.75	2287.38	360.04	2,647.41
8/4/02 - 8/11/02	255.50	2574.31	325.38	2,899.69
8/18/02 - 8/25/02	265.25	2541.56	379.79	2,921.35
9/1/02 - 9/8/02	96.00	1178.06	114.94	1,293.01
9/15/02 - 9/22/02	190.25	1851.00	109.02	1,679.74
9/29/02 - 10/6/02	218.25	2132.69	87.51	1,809.01
10/13/02 - 10/20/02	203.25	2062.63	72.92	1,876.08
10/27/02 - 11/3/02	185.50	1171.06	48.33	1,584.90
11/10/02	52.00	484.13	4.78	408.43
11/17/02 - 11/24/02	140.50	1312.94	7.17	1,068.97
12/8/02	36.25	338.56	5.00	343.56
15/15/02 - 12/22/02	95.75	894.81	20.21	676.37
1/9/03 - 1/26/03	70.75	817.44	26.95	684.82
2/2/03 - 2/9/03	89.00	833.94	10.65	696.12
2/16/03 - 2/23/03	90.75	849.94	13.26	734.16
3/2/03 - 3/9/03	82.00	767.19	6.52	626.63
3/16/03 - 3/23/03	73.50	690.44	24.12	598.01
3/30/03 - 4/6/03	60.25	563.63	0.00	413.77
4/13/03 - 4/20/03	58.50	545.63	0.00	413.81
4/27/03 - 5/4/03	63.00	588.38	0.00	452.40
5/11/03 - 5/18/03	48.25	450.06	0.00	354.32
6/1/03	6.75	62.44	5.71	68.15
6/8/03 - 6/15/03	98.75	913.44	83.58	997.02
TOTAL	**3136.00**	**$29,882.91**	**$2,225.36**	**$29,738.46**

Rare Book and Manuscript Library
2001-2002

Student Assistants (GAs) - Acct 2-78800				
Work Period Covered	**Hours**	**Total Salary**	**Fringe**	**Dept. Charge**
6/24/01 - 7/1/01	287.00	$2,712.25	$362.78	$3,075.53
7/8/01 - 7/15/01	221.00	2122.88	299.09	2421.96
7/22/01 - 7/29/01	234.75	2255.19	325.84	2581.03
8/5/01 - 8/12/01	181.00	1800.31	311.14	2111.45
8/19/01 - 8/26/01	76.50	889.13	212.4	1101.53
9/2/01	22.75	257.69	50.06	307.75
9/16/01 - 9/23/01	97.25	875.25	0	679.50
9/30/01 - 10/7/01	124.25	1133.75	0	876.05
10/14/01 - 10/21/01	142.50	1302.63	0	1020.70
10/28/01 - 11/4/01	171.25	1568.38	0	1231.33
11/11/01 - 11/18/01	149.25	1362.88	0	992.00
11/25/01 - 12/2/01	130.00	1188.50	0	949.17
12/9/01	58.00	528.50	0	528.50
12/16/01 - 12/23/01	72.75	664.94	0	503.99
1/20/02 - 1/27/02	46.25	422.06	0	422.06
2/3/02 - 2/10/02	108.25	979.31	0	797.06
2/17/02 - 2/24/02	153.25	1384.50	0	1136.10
3/3/02 - 3/10/02	131.25	1194.75	0	980.10
3/17/02 - 3/24/02	92.50	838.19	0	788.24
3/31/02 - 4/7/02	173.50	1620.88	0	1438.63
4/14/02 - 4/21/02	151.75	1419.94	0	1222.84
4/28/02 - 5/5/02	138.75	1254.44	0	1107.29
5/12/02 - 5/19/02	134.00	1265.75	0	1252.25
5/26/02 - 6/2/02	156.75	1530.75	140.06	1670.81
6/9/02 - 6/16/02	178.75	1750.50	160.17	1910.67
TOTAL	**3433.25**	**$32,323.35**	**$1,861.54**	**$31,106.54**

2002-03

BRC Reference Requests

EMAIL	766
FAX	29
USMAIL	123
Total	918

SIGNIFICANT PURCHASES BY RBML – 2001-2003

Papers of Paul Auster (novelist, screenwriter)
Journals and early correspondence of Lionel Trlling
Manuscripts of 10 early poems by Tennessee Williams, several unpublished, and two diaries from the 1940s
Papers of publisher Sol Stein (Stein & Day)
Publishing agreements and correspondence of publishers Hodder & Stoughton, 1880-1910
Papers of Barry Miles (Allen Ginsberg biographer)
Papers, tapes and other materials of Albert Goldman, biographer of Lenny Bruce, John Lennon, and Elvis Presley (including 1,552 audio tapes and 39 video tapes)
Archives of Vincent FitzGerald & Company
Papers of Maureen Howard (novelist, Columbia faculty)

350 rare books and codices, including Artistotle, *De interpretatione*. (Lyon: E. Baland for S. Vincent, 1515); Lucianus of Samosata, *De veris narrationibus commentarii* (Basel: Valentin Curio, 1524); Giovanni Padovani, *Viridiarum mathematicorus*...(Venice: Bolognino Zalteri, 1563); Kinckhuysen, *Algebra, ofte Ste-konst*, 1661); The Abbey of Wehill, *A Romance* (London: Minerva Press, 1905 – one of two known copies); 16th century lectionary from the Franciscan nuns of S. Lorenzo in Panisperna, Rome; late 18th century antiphonal produced by stencil, Presberg, near Mainz; Rockwell Kent and J.G.B. Ewing. *Blue Mouse*, *The Organ of Reform*, I, nos. 1&2; Aeschylus, *Oresteia.* (Rockport, Maine. Gehenna Press,2001); *Herzattacke, (*Berlin: Künstslergruppe Herzattacke, 1989-2001).

Rare Book & Manuscript Library

Columbia University Libraries
To: Jean Ashton
From: Jennifer B. Lee
Date: 6/27/03
Re: Synopsis of Classes in RBML, Spring Semester, 2003

A. Classes held in RBML with material brought into class: 29 sessions
Staff members involved: JBLee, CDutschke, BRCrystal, JRSiegel, JWAshton

I. Columbia / Barnard Classes

1. Art History and Archaeology W3895: Intro Lit/ Methods of Art History
Major's Colloquium: Introduction to Literature and Methods of Art History
Cordula Grewe, 12 students (and see below)
Selection of art-related rare items from various centuries, including the first illustrated edition of Dante (1492).

2. Classics, Latin, W4152: Medieval Latin Literature
Carmela V. Franklin, 8 students
Medieval Latin Bible examples.

3. Comparative Literature, Spanish, W4015: Book of Good Love/ La Celestina
Michael Agnew, 13 students
Medieval Spanish Literature examples.

4. CORE: Literature Humanities (6 sessions)
Six sections of Lit Hum came into RBML during the spring semester, 22 students in each section. Material shown ranged from Papyrus fragment of Homer, ca. 100 B.C.E.-100 C.E. and first printed edition of Homer, 1488, to 1st edition of Virginia Woolf, *To The Lighthouse.*

5. English W3001: Critical Reading, Critical Writing
James Shapiro, 12 students
Variety of outstanding items selected by Mr. Shapiro, including the Shakespeare 1st Folio, Ortelius's *World Atlas*, and the manuscript draft of a portion of Tom Stoppard's play, *The Real Thing.*

6. Barnard English BC3104: Essay Writing
Hertha Schulze, 9 students
Class examined ca. 25 examples of artists' books.

7. History W4900: Historian's Craft
   Elizabeth Blackmar, 9 students (and see below)
   Selections from the papers of the National Emergency Civil Liberties Committee and other items, with orientation to collections.

8. History W4568: American Landscape Before 1850
   Elizabeth Blackmar, 11 students (and see below)
   Maps of New York City, Railroad Maps, Civil War Maps.

9. Music G8102: Seminar in Historical Musicology – Middle Ages (10 sessions)
   Susan Boynton, 7 students (and see below)
   Class met weekly in RBML on Fridays, 10:00-1:00, January 24 – March 28.
   Liturgical medieval manuscripts and manuscript leaves used for at least one and a half hours in each class session.

10. School of the Arts, Visual Arts R3415: Advanced Printmaking
    Joey Kotting, (Sarah M. Sze, Kiki Smith), 8 students
    Selection of fine press books showing examples of different kinds of printmaking.

11. School of the Arts, Writing R6224: Non Fiction Research Seminar
    Patty O'Toole, 14 students
    Material selected by Ms. O'Toole from the Whitney Young, Jr. Papers: About 30 items used in class, including the typescript of his radio address on the assassination of Dr. Martin Luther King, and material relating to the March on Montgomery.

12. Barnard Theatre BC3135: Scene Design
    Erik Flatmo, 12 students
    Items included a selection of Urban set models (following conservation through grant project); and Florine Stettheimer's costume and scenery maquettes made for Gertrude Stein's opera *Four Saints in Three Acts*.

13. Women's and Gender Studies W4300, Cavafy: Typography of Desire
    Karen Van Dyck, 4 students
    Examined in detail the first editions of the only two books of Cavafy's printed during his lifetime, plus a few later editions.

II. Other Institutions

14. Brooklyn Community College: History of Mathematics
    Sandra Bohr, 6 students
    Plimpton 322 and 10 selected works of important mathematics books, including the first edition of Euclid's *Elements*.

15. Parsons School of Design: Publication Design
Ariel Apte, 15 students
Samples of book design, from the 15th century to 21st century, including many items from the American Institute of Graphic Arts Collection.

B. Classes using assigned materials in RBML Reading Room:

1. Art History and Archaeology W3895: Intro Lit/ Methods of Art History
Cordula Grewe, 12 students
Each student assigned to use a group of 6 items, for a total of 24 items, all relating to James Joyce, including: contract between Joyce and Random House for first American printing of *Ulysses* (1932); Judge Woolsey's decision in the *Ulysses* court case (1935); Vincent FitzGerald & Company Joyce publications (*Epiphanies*, 1987 and *Giacomo Joyce*, 1989); and Robert Motherwell's *Ulysses Etchings*, Arion Press, 1988.

2. History W4406: American Culture from the Revolution to the Civil War
Richard Bushman, 16 students
Student assigned to use two books from the Historic Children's Collection: *Sunday School Magazine* (1845); *Youth's Cabinet* (1846)

3. History W4563: American Landscape Before 1850
Elizabeth Blackmar, 11 students
Maps of New York City, Railroad Maps, Civil War Maps

4. History W4900: Historian's Craft
Elizabeth Blackmar, 9 students
Investigation of importance of work of National Emergency Civil Liberties Committee: 6 boxes, each student assigned to 2 boxes from NECLC, including material relating to Rockwell Kent and Bob Dylan.

5. Music G8102: Seminar in Historical Musicology – Middle Ages
Susan Boynton, 7 students
Each student assigned one medieval liturgical manuscript codex for detailed analysis; semester-long project.
Manuscripts included:
Benjamin Ms. 2, Processional, Italy, ca. 15th Century
Plimpton Ms. 34, Processional, Northern France, 1351
Plimpton Ms. 35, Missale, Italy, 14th century
Plimpton Ms. 41, Antiphonal, Perugia, ca. 1480
(volume measures 22.5 x 16 x 8 inches)
Western Ms. 29, Evangeliary (Gospel Lectionary), Spain, late 16th Century

Date: Fri, 17 Oct 2003 11:42:17 -0400‡
From: Jean W Ashton <jwa8@columbia.edu>
To: bautista@columbia.edu
Subject: annual report

Rose: here is my completed annual report. I have noted on the paper copy some numbers that are missing. I know you have most of these available, but I can't find my green folder with your print outs. Can you fill in the numbers and reformat the document so that it looks a bit neater.

Thanks.

Jean

Date: Tue, 30 Sep 2003 12:25:56 -0400 (EDT)
From: Patrick Lawlor <lawlor@columbia.edu>
To: Jean W Ashton <jwa8@columbia.edu>
Subject: Statistics

Jean,

We have 154 Finding Aids On-Line.

The number added in Fiscal Year 2003-2003 was 23.

The number of off site materials is as follows:

Manuscript boxes requested: 230

Dissertations: 9

Patrick

X-Authentication-Warning: sawasdee.cc.columbia.edu: tc241 owned process doing -bs
Date: Mon, 25 Aug 2003 11:55:48 -0400 (EDT)
From: Tanya Chebotarev <tc241@columbia.edu>
Sender: tc241@columbia.edu
To: Jean W Ashton <jwa8@columbia.edu>
Subject: Re: annual report

Jean, here is my contribution - statistics - 653 reference questions, the Bakhmeteff Home Page was created - 3 400 visitors (total hits). Exhibits - 200 years of the Imperial Corps of Page (on-line exhibit in progress); Publications - Proceedings of the Bakhmeteff Conference (co-edited with Jared Ingersoll) will be published as a separate issue of the Slavic and East European Information Resources in December (hard copy by Haworth Press due in January 2004). Conferences - chaired a panel in Sweden (University of Lund) - "Intelligencia in Diaspora", also delivered a paper entitled "Russian Press in Poland: Newspaper Za Svobodu". Chaired a panel in Moscow "Russian Berlin - 1921-1945", also delivered a paper "Aleksei Remizov in Berlin: Artistic Functions of Remizov's Scrapbooks (will be published in British journal Solanus). Ongoing projects - project with ROSSPEN (Moscow publishing house) - series of so-called commissioned memoirs held at the Bakhmeteff Archive and new project with the Jewish Russian Center in Moscow - a book entitled "Russian Jews in New York" based on the Goldenweiser Papers (25 boxes of which were damaged during our recent leak).

On Tue, 19 Aug 2003, Jean W Ashton wrote:

> The RBML Annual Report is due in early September. In addition to any
> statistics you might owe to Rose, please send me any information that you
> think might be useful to include,e.g., exhibition titles, publications,
> significant acquisitions or additions to the RBML collections, events at
> RBML. These should be very brief, but please give exact titles, dates,
> names of books and donors, etc. I would like this by August 26th, if
> possible.
>
> Jean
>

Tanya Chebotarev,
Bakhmeteff Curator
Rare Books and Manuscripts Library
Columbia University
Tel: (212) 854-3986
Fax: (212) 854-1365

Beinecke Library – Playing Card Collection

PLAYING CARDS. The Cary Collection of Playing Cards, formed by Melbert B. Cary, Jr., 1916, and by his wife, Mary Flagler Cary, includes about 2,600 packs, 40 sheets, and 150 wood blocks, representing productions of the last 500 years. Over 900 packs come from Germany, 450 from France, 300 from the United States, 160 from England, and 130 from Italy. Cards in smaller numbers come from China, Japan, Persia, Russia, Scandinavia, the Netherlands, Spain, Portugal, Mexico, and Latin America. The collection also includes over 200 books about playing cards, almost a hundred edicts, declarations, and proclamations relating to cards, and many engravings, several made in the fifteenth century, of cards and card games. Bequest of Mrs. Cary. The Cary Collection is complemented by the Fisher Collection of Playing Cards, representing many of the same countries and spanning the same centuries. Gift of Mrs. Samuel H. Fisher.
##Margaret Sargent Fisher, "The Devil's Picture Books," **YULG** 20:3 (January 1946), 41-47. William B. Keller, **A Catalogue of the Cary Collection of Playing Cards in the Yale University Library** (4 volumes, New Haven, 1981). "A Supplement to the Catalogue of the Cary Collection of Playing Cards: Preliminary Descriptions," **YULG** 65:1-2 (October 1990), 46-97.

No. of Days Open 2002-2003 Rare Book and Manuscript Library			
Months	No. of Days	No. of Hours	Notes
July	22	161	July 4 - Holiday
Aug	22	154	Mondays - 12-5 pm
Sept	20	160	
Oct	23	184	
Nov	19	152	Nov 28-29 -Holidays
Dec	19	143	Dec.24-25,30-Holidays; 12/16-23-30 Hours 12-5
Jan	22	167	Jan 6-13-20 Hours 12-5
Feb	20	160	
March	21	168	
April	22	176	
May	21	161	5/21 (4 hrs open Graduation Day; 5/26 Holiday
June	21	153	Mondays - 12-5 pm
Total	**252**	**1939**	

X-Sender: jl2406@imap.columbia.edu
X-Mailer: QUALCOMM Windows Eudora Version 5.1.1
Date: Tue, 26 Aug 2003 14:22:03 -0400
To: Jean W Ashton <jwa8@columbia.edu>
From: Jonathan Lill <jl2406@columbia.edu>
Subject: Re: annual report
X-No-Spam-Score: Local
X-Scanned-By: MIMEDefang 2.35

Jean, here is my short description, if it is of any use.

Jonathan

Summary of activity for the annual report

On August 1st, Jonathan Lill was hired as Project Archivist/Surveyor to conduct a survey of unprocessed and under-processed manuscript collections in the RBML, Starr and Avery Libraries funded by a grant from the Andrew W. Mellon Foundation. The survey will begin in October, after the survey tool has been built and staff hired and trained, and will run 10 months. The data about our collections which we expect to gather will serve as a valuable tool in planning, budgeting, and grant-writing for years to come.

At 04:53 PM 8/19/03 -0400, you wrote:

> The RBML Annual Report is due in early September. In addition to any statistics you might owe to Rose, please send me any information that you think might be useful to include,e.g., exhibition titles, publications, significant acquisitions or additions to the RBML collections, events at RBML. These should be very brief, but please give exact titles, dates, names of books and donors, etc. I would like this by August 26th, if possible.
>
> Jean

Jonathan Lill
Project Archivist/Surveyor
jl2406@columbia.edu
917.583.3991

Classes/Tours Held in RBML/Lehman Suite - 2002-03

Classes/Tours/Orientation Held in the Library - 2002-03

Month	Rare Book & Mss Lib.		Lehman Suite	
	No. Held	Attendees	No. Held	Attendees
July	1	10	5	26
Aug	1	6	0	0
Sept	2	14	12	174
Oct	5	48	19	218
Nov	4	42	9	89
Dec	0	0	6	55
Jan	2	14	1	6
Feb	9	97	2	4
March	8	92	2	6
April	10	136	1	2
May	0	0	0	0
June	2	22	1	14
	44	481	58	594
Total Classes/Tours:		**102**		
Total Attendees:		**1075**		

Rare Book and Manuscript Library

Deposits to Duplicate Fund #4-71019-0734 - FY 2002-2003

Date of Deposit	Description	Amount	Total Amount
10/4/02	Mark Batty Publishers - Permission Fees	400.00	
	A. Sergejev - Postage	3.00	
	Carol Grossman - 1 FitzGerald catalog	35.00	438.00
10/4/02	McDougal Littell - Additional permission fee	50.00	
	Houghton Mifflin - Permission fee	100.00	
	Thomson Learning - Permission fee	100.00	
	Bruccoli Layman - Permission fees	500.00	
	HPHLP - Permission fee	100.00	850.00
10/25/02	Diana Selig - Duplication of tape (visa card)	10.00	10.00
10/25/02	Jupiter Entertainment - Permission fee	2,000.00	
	Pearson Education - Permission fee	100.00	
	Sheila Kraft - Permission fee	100.00	
	Joseph Masheck - Permission fee	50.00	2,250.00
11/21/02	Stacey Bieler - Permission fee	100.00	
	Bruccoli Clark Layman - Permission fee	200.00	
	The Library of America - Permission fee	50.00	
	CASH	20.00	370.00
12/13/02	Jupiter Entertainment - Permission fee	1,000.00	
	Cash - Fees received from Public Television Service (Chang Exh)	350.00	
	Steeplechase Films - Copy of videotape	40.00	1,390.00
12/3/02	Karzanna Kieler - 1 copy of Thomas Merton book	12.50	
	Melanie J. McGrath - Print outs from R. Flaherty microfilm (visa)	20.00	32.50
12/20/02	Rowohlt Taschenbuch Verlag - Permission fees - Mina Loy photo	300.00	300.00
1/30/03	John Tabak - Permission fee (visa)	100.00	100.00
1/30/03	Harcourt Inc. - Permission fee for Plimpton 322	100.00	
	Roy Rosenstein - Sale of publication	47.50	147.50
2/26/03	Andrea Barnet - Permission fee	150.00	
	McGraw-Hill Co. - Permission fees for 6 photos	600.00	750.00
3/20/03	Judith K. Genthner - 1 copy of George Plimpton book (MC)	13.75	13.75
3/20/03	David Sorensen - Permission fees - 3 photos	300.00	300.00
4/4/03	Indiana University - Permission fee	100.00	100.00
5/30/03	Denis Postle - Permission fees - 2 photos	200.00	
	Andrew Hadfield - Permission fees	350.00	550.00
6/23/03	Paul Bienvenue - 1 copy Column Vol. 1V:3	2.50	
	Thomson Learning - Permission fee	100.00	
	Bruccoli Clark Layman - Permission fee	100.00	202.50
	TOTAL RECEIPTS (Duplicate Fund)	**$7,804.25**	**$7,804.25**

RMB 7/8/03

No. of Readers/Researchers - FY 2002-2003

No. of Readers/Researchers				
Date	Gen. Mss.	RBX	Lehman	**Total**
July-02	171	166	4	**341**
August	158	115	31	**304**
September	116	124	5	**245**
October	207	165	15	**387**
November	229	170	5	**404**
December	180	109	3	**292**
Jan-03	132	101	10	**243**
February	154	134	9	**297**
March	277	195	13	**485**
April	201	176	6	**383**
May	173	129	8	**310**
June	196	149	3	**348**
Total Readers	2194	1733	112	**4039**

TOTAL CHECK INS (SHELVING)
2002-2003

NUMBER OF CHECK INS							
2002-03 Month	Books Check Ins	Oral History Check Ins	Ref. Books Check Ins	Gen. Mss. Check Ins	BAR Check Ins	Lehman Suite Check Ins	**TOTAL**
July	610	490	276	4,450	220	0	**6,046**
August	181	323	176	5,588	797	0	**7,065**
September	230	174	180	2,627	530	0	**3,741**
October	530	217	271	3,236	363	157	**4,774**
November	532	185	264	4,760	1,070	47	**6,858**
December	357	204	229	2,024	657	26	**3,497**
January	175	221	196	839	46	202	**1,679**
February	369	158	216	453	44	139	**1,379**
March	371	162	232			51	**816**
April	569	127	244			32	**972**
May	198	266	210			134	**808**
June	405	313	229			0	**947**
TOTAL	**4,527**	**2,840**	**2,723**	**23,977**	**3,727**	**788**	**38,582**

TOTAL BOOKS USED
2002-03

NUMBER OF BOOKS USED				
2002-03	Books		Reference	
Month	Charges	Renewal	Charges	**TOTAL**
July	541	40	276	**857**
August	133	24	176	**333**
September	200	42	180	**422**
October	540	62	271	**873**
November	443	161	264	**868**
December	371	72	229	**672**
January	119	22	196	**337**
February	293	56	216	**565**
March	253	176	232	**661**
April	402	178	244	**824**
May	129	33	210	**372**
June	232	55	229	**516**
TOTAL	**3,656**	**921**	**2,723**	**7,300**

TOTAL CIRCULATION WITH REFERENCE
2002-2003

Number of Circulation With Reference						
2002-03	Books		Oral History		Reference	
Month	Charges	Renewal	Charges	Renewal	Charges	**TOTAL**
July	541	40	415	282	276	**1,554**
Aug.	133	24	272	23	176	**628**
Sept.	200	42	137	15	180	**574**
Oct.	540	62	166	47	271	**1,086**
Nov.	443	161	105	105	264	**1,078**
Dec.	371	72	170	38	229	**880**
Jan.	119	22	145	80	196	**562**
Feb.	293	56	95	84	216	**744**
March	253	176	144	76	232	**881**
April	402	178	99	40	244	**963**
May	129	33	189	45	210	**606**
June	232	55	230	60	229	**806**
TOTAL	**3,656**	**921**	**2,167**	**895**	**2,723**	**10,362**

TOTAL CIRCULATION WITHOUT REFERENCE
2002-03

Number of Circulation Without Reference					
2002-03	Books		Oral History		
Month	Charges	Renewal	Charges	Renewal	**TOTAL**
July	541	40	415	282	**1,278**
Aug.	133	24	272	23	**452**
Sept.	200	42	137	15	**394**
Oct.	540	62	166	47	**815**
Nov.	443	161	105	105	**814**
Dec.	371	72	170	38	**651**
Jan.	119	22	145	80	**366**
Feb.	293	56	95	84	**528**
March	253	176	144	76	**649**
April	402	178	99	40	**719**
May	129	33	189	45	**396**
June	232	55	230	60	**577**
TOTAL	**3,656**	**921**	**2,167**	**895**	**7,639**

Bakhmeteff Archive Statistics
1990-1991 thru 2002-2003

Year	BAR Mss # Items Used	TOTAL #Users (Gen.Mss & BAR Mss)	BAR Mss # Users
2002 - 2003	147,963*	873	
2001 - 2002	624,258	2449	
2000 - 2001	734,677	2313	
1999 - 2000	832,735	2571	
1998 - 1999	500,724	2174	
1997 - 1998	790,855	2862	
1996 - 1997	811,544	2810	
1995 - 1996	400,575	2201	
1994 - 1995	-	-	
1993 - 1994		2455	
TOTAL	4,695,368	20,708	12,424

(60% of 20,708)

* # of BAR items used: July 2002 thru Oct 2002

Rare Book and Manuscript Library

rmb: 8/15/03

No. of Days Open 2002-2003 Rare Book and Manuscript Library			
Months	No. of Days	No. of Hours	Notes
July	22	161	July 4 - Holiday
Aug	22	154	Mondays - 12-5 pm
Sept	20	160	
Oct	23	184	
Nov	19	152	Nov 28-29 -Holidays
Dec	19	143	Dec.24-25,30-Holidays; 12/16-23-30 Hours 12-5
Jan	22	167	Jan 6-13-20 Hours 12-5
Feb	20	160	
March	21	168	
April	22	176	
May	21	161	5/21 (4 hrs open Graduation Day; 5/26 Holiday
June	21	153	Mondays - 12-5 pm
Total	**252**	**1939**	

Classes/Tours Held in RBML/Lehman Suite - 2002-03

Classes/Tours/Orientation Held in the Library - 2002-03

Month	Rare Book & Mss Lib.		Lehman Suite	
	No. Held	Attendees	No. Held	Attendees
July	1	10	5	26
Aug	1	6	0	0
Sept	2	14	12	174
Oct	5	48	19	218
Nov	4	42	9	89
Dec	0	0	6	55
Jan	2	14	1	6
Feb	9	97	2	4
March	8	92	2	6
April	10	136	1	2
May	0	0	0	0
June	2	22	1	14
Total	44	481	58	594
Total Classes/Tours:		**102**		
Total Attendees:		**1075**		

RECORD OF RECEIPTS FROM PHOTOCOPIES
FY 2002 - 2003

Date Covered	Amount	Payment	Date Submitted
6/11/02-7/17/02	354.70	Checks & Cash	7/31/02
6/25/02-7/31/02	459.90	Visa/Master card	
7/18/02-10/1/02	883.80	Checks & Cash	10/9/02
10/9/02	309.50	Visa/Master card	
10/2/02-11/7/02	535.20	Checks & Cash	11/12/02
10/11/02-11/8/02	348.40	Visa/Master card	
11/8/02-12/11/02	445.65	Checks & Cash	11/20/02
11/27/02-12/18/02	257.40	Visa/Master card	
12/11/02-1/28/02	568.20	Checks & Cash	1/29/03
12/11/03-1/29/03	235.80	Visa/Master card	
2/4/03-3/13/03	646.25	Checks & Cash	3/25/03
2/14/03-3/20/03	429.05	Visa/Master card	
3/14/03- 4/23/03	484.00	Checks & Cash	5/16/03
3/17/03-4/21/03	160.20	Visa/Master card	
4/24/03-6/4/03	459.00	Checks & Cash	6/9/03
5/5/03-6/6/03	184.40	Visa/Master card	
TOTAL	**$6,761.45**		

RMB: 7/9/03

PHOTOCOPIES MADE FY 2002 - 2003

No. of Photocopies Made			
Month	RBML	Lehman Suite	TOTAL
July	3,607	0	3,607
August	1,360	0	1,360
September	1,405	0	1,405
October	2,377	570	2,947
November	1,492	18	1,500
December	1,509	146	1,655
January	2,051	76	2,127
February	2,351	605	2,956
March	1,891	608	2,499
April	2,701	47	2,748
May	352		352
June	4,166	4	4,170
TOTAL	**25,262**	**2,074**	**27,326**

Gifts to Rare Book and Manuscript Library - FY 2002-2003

Unrestricted Fund #0-42142			
Donors (RBML Associates)	Amount	Date of Check	Acknowledged by JWA
Ashton, Jean	$100.00	12/16/02	12/16/02
Atkins, Richard	100.00	12/8/02	12/13/02
Basker, James	250.00	12/30/02	1/6/03
Beinecke, William	125.00	1/14/02	1/24/03
Matching gift Prospect Hill Fdn. (Beinecke	125.00	1/14/02	1/24/02
Bell, Byron	100.00	12/6/02	12/16/02
Bonnell, Alice	50.00	1/3/03	1/10/03
Boyer, Marjorie	150.00	11/25/02	1/17/03
Boysen, Peter	100.00	1/20/03	1/24/03
Buckley, David	20.00	12/8/02	12/13/02
Burke, Walter	100.00	12/19/02	1/6/03
Carr, Arthur	100.00	12/6/02	12/13/02
Colby, Robert & Vineta	200.00	12/14/02	12/18/02
Cooper, Frieda	50.00	2/3/03	2/13/03
Crane, Robert	50.00	12/8/02	12/13/02
Crystal, Mr. & Mrs. Bernard R.	100.00	12/23/02	12/30/02
Dannay, Mr. & Mrs. Douglas	50.00	12/12/02	12/17/02
Dannay, R. & Gloria Phares	100.00	12/7/02	12/13/02
Enterline, James	100.00	9/11/02	10/2/02
Fasanelli, Florence (Visa card)	100.00	2/10/03	2/19/03
Feldman, Franklin	50.00	12/17/02	12/30/02
Fetner, Gerald	50.00	12/24/02	12/30/02
Gatch, Mr. & Mrs. Milton McC.	100.00	12/24/02	12/17/02
Gourary, Mr. & Mrs. Paul	100.00	12/5/02	12/13/02
Griswold, Mac K.	100.00	5/10/03	5/21/03
Helfand, William (Master card)	100.00	1/6/03	1/16/03
Hill, Jonathan	100.00	12/16/02	12/30/02
Holmes, David	100.00	12/31/02	1/6/03
Howard, Leon	50.00	12/8/02	12/13/02
Jereski, Laura	100.00	9/29/02	10/22/02
Kai, Miwa	100.00	12/7/02	12/13/02
Kalvoda, Mrs. Josef	25.00	12/16/02	12/30/02
Lan, Mr. & Mrs. Richard	100.00	12/12/02	12/30/02
Sub-Total (Brought forward)	**3,145.00**		

Gifts to Rare Book and Manuscript Library - FY 2002-2003

Sub-total (Carried forward)	**3,145.00**		
Leab, Daniel & Katherine	250.00	12/30/02	1/6/03
Levy, Jonathan	100.00	12/8/02	12/13/02
Lord, Carla	100.00	5/4/03	5/12/03
Malkin, Mary O'Brian	50.00	12/8/02	12/13/02
Martin, Susan M.	50.00	3/21/03	4/16/03
Massey, Stephen C.	100.00	12/10/02	12/13/02
Messud, Margaret	35.00	1/14/03	1/16/03
Middendorf, John H.	50.00	1/10/03	1/16/03
Milford, Kenneth	25.00	10/21/02	10/24/02
Musinsky, Nina	50.00	12/5/02	12/13/02
Myers, Andrew & Margaret	100.00	12/25/02	1/6/03
Needham, James W.	100.00	12/7/02	12/13/02
Ocker, Ralph	500.00	12/13/02	12/17/02
Paxton, Robert O.	100.00	12/18/02	12/30/02
Pollak, Richard	100.00	12/5/02	12/13/02
Raeff, Mr. & Mrs. Marc	100.00	12/18/02	12/30/02
Rowen, Dr. Ruth Halle	150.00	3/6/03	3/14/03
Schaefler, Sam & Katalin	100.00	12/9/02	12/10/02
Schlosser, Mary C.	100.00	12/6/02	12/13/02
Schreiber, Fred	100.00	1/15/03	1/24/03
Schwarz, Herbert J.	100.00	1/26/03	1/30/03
Shadwell, Wendy J.	50.00	12/7/02	12/13/02
Sheehy, Eugene P.	250.00	12/5/02	12/13/02
Skehan, Eileen	50.00	3/20/03	3/25/03
Smith, Ward & Carolyn	100.00	12/11/02	1/6/03
Sypher, Francis J.	100.00	12/7/02	12/13/02
Tobias, Allen	100.00	1/28/03	2/19/03
Vaughan, Alden T.	100.00	12/31/02	1/10/03
Weinflash, David	50.00	2/14/03	2/26/03
Williams, Robert N.	50.00	12/6/02	12/13/02
Wortman, Richard	50.00	12/26/02	1/6/03
Wouk Foundation	500.00	10/29/02	11/8/02
TOTAL as of 5/30/03	**$6,905.00**		

RMB 7/9/03

Permissions given by JWA to use photos/library materials for publication FY 2002-03

Researcher	Permission / Collection	Date given
Michael Fallen NY	T. Williams - quotation	7/2/02
Joseph Parisi IL	Hart Crane - 7 poems	"
Teresa M. Russo NY	Marco Polo - 1 image	"
Jeffrey Savoye	E.C. Stedman - text	"
Lisa Dodington	Book Arts Coll. 4 photos	7/29/02
Brett Barney NE	Willa Cather materials	7/30/02
Jay Martin, CA	Quote materials (5) collections	7/30/02
Elyce Reder NY	Plimpton 322 image (1)	7/30/02
Christa Schwarz Gumm	Quote - Gumm Coll.	7/30/02
Francis Syphus NY	Frederick Hoffman	7/30/02
Steven Nadler, WI	Book Coll - 1 image	7/31/02
Jacqueline M. Elliott	Papyrus Col. P Coll NV 5464	8/2/02
Judith Mcgaughy	Hart Crane 1 photo	8/5/02
Amber L. Cohen S.C	Spencer Coll - 5 images	8/13/02
Katrin Finkemeier, GMK	Poe - book cover ($ 50 inv.)	8/13/02
Christine Hawes, WDC	Nikola Tesla - portrait 1	8/13/02
Kathleen Olson CA	Blaise Pascal & Rene Descarte (2)	8/13/02
Margaret Sherry Rul	Mark Van Doren - 2 images of letter	8/13/02
Bob Davidson, NY	Frost Oatens Papers for Exhibit	8/14/02
Amber Cohen S.C	George Santayana - 2 images	8/16/02
Luca Tedesco	Guglielmo Ferrero Papers - quotation	8/22/02
Anett Schwarz, Berlin	Stephen Hawes - Mini Lay (3)	8/22/02
Debbie Tahmoush NJ	Christine Ladd Papers - 1 image	8/29/02
Kathleen Olson	D.E Smith Coll - Pascal & Descartes	8/29/02
Kristine Frost,	George Santayana - images of letter (fee waived)	9/5/02
Jacqueline M. Elliott	RBML - Papyrus Coll	9/6/02
Pozza Escot, MA	Bronk - poem	9/16/02
Susan M. Landauer	H. H. Lehman papers - images	10/8/02
Casey Schwartz NJ	Speech Recording Coll - $10 inv	10/8/02
Don Rock AR	P.W. Alexander Papers - sketch	10/8/02
Brenda Wineapple NJ	Moncure Conway - quotation	10/8/02
Michael T. Orr WI	Plimpton MSS	10/8/02
Neil Nemeth IN	The World papers - paragraph	10/8/02
Catherine Tayler MA	Jay papers - letter	10/8/02
James L. Huffman OH	E.C. Stedman - 25 mss letter quote	10/8/02
Murph Henderson NY	referred to D. Schenck for permiss	10/8/02 36

Total Permissions given — 97

Permissions given by JWA to use photos/library materials for publication FY 2002-03

Researcher	Permission	Date given
Diane Moller NY	Letters from Jay papers	10/8/02
Christa Schwarz, Germany	Gumby papers - photo	10/8/02
Stacey Bieler	W. Rod papers	10/8/02
Joseph Maxtech, NY	Santayana Coll. (50% discount)	10/8/02
Linda Rosenkrantz, NY	Steinbeck Coll. 2 telegrams (referred to Elaine Steinbeck for copyright)	10/16/02
Anne Boyd	E.C. Stedman - quote letter	10/16/02
Gustavo Perez Firmat NY	G. Santayana letter	11/12/02
Martin Hennessy NY	Bierce - 6 poems	11/12/02
Victoria Conlon, UK	E.C. Stedman - text corresp.	11/14/02
Jennifer Garrett Pauley TN	Urban - images for DVD	11/15/02
John Tabak - VT	Plimpton 322 1 image	12/16/02
Cheri Troop - TX	RBook Coll. (Biblia Polyglotta)	12/18/02
Carol Faulkner - NY	J. Griffing papers - quotation	12/18/02
Jody Happer - IN	Billy Sunday sermon - speech reading	12/18/02
Stephen L. Tull - WDC	Van Schaack Family papers - letter	12/18/02
Angelo Parisi - TX	Plimpton 322	12/18/02
Rick Tilman AZ	Joseph Dorfman - correspondence	12/18/02
Shlomo Wakrin - Israel	Hebrew MSS	12/18/02
Steven Weisenburger	NASL - 2 images	12/18/02
Mr. Denney	Mexico photo taken by E. Rice	1/20/03
Dieter Wuttke, Germany	P.O. Kristeller - 6 letters	1/21/03
Pamela Szen CT	E Allan Poe photo	1/21/03
Robert Habich	Conway papers - quotation	1/22/03
Andrea Barnet	S. Hawes - 3 images	2/3/03
Louise V. North NY	J. Jay letter	2/4/03
Amelia Nelson WDC	Otto Rank	2/4/03
Gretchen Miller PA	Cover of a book BUDGETS of Paradoxes	2/4/03
Alida Daniele, Italy	Hawes papers - Mina Loy photo	2/12/03
A. Kingfielding	Jane Carlyle - 2 image	2/12/03
Ted Smythe	World Papers - quote from MSS	2/13/03
Peter Abrons, NY	Abrons letter - L	2/19/03
James L. Hueton OK	Hamlin papers - quotation	2/21/03

Permissions given by JWA to use photos/library materials for publication FY 2002-03

Researcher	Permission	Date given
Francis Sypher NY	Van Cortlandt papers - 2 images	2/26/03
Jon Olver, MI	Sound Recordings. ("The Little Minister")	2/26/03
Amelia Nelson, WDC	Otto Rank (Shawn Spencer article)	2/28/03
Jennifer Pearce, CA	PBS: audio/video	3/4/03
Ellen Herman, OR	Jessie Taft papers - (website)	3/4/03
Elizabeth Agnew, IN	Mary Richmond	3/13/03
Jessica Blanstein, PA	Stettheimer	3/x/03
Robert Landers, VA	Vanguard - quotation	3/31/03
Karyn L. Morrison, IL	Robert Cox - poem	3/31/03
Ellen Herman, OR	Jessie Taft	3/31/03
Ellen Herman, OR	Hutchinson, D.	3/3/03
Gary Scharnhorst, NM	- E.C. Stedman - quotation	4/14/03
Patricia L. Lindberg, CA	- A.P. Watt papers.	4/14/03
Alice Love DeMedio	Lillian Weld papers	4/30/03
Robert Landers, VA	- Vanguard Press - quote	5/1/03
Dena Postle, London	Boethius mss image	5/7/03
Michael Keja	RBML book -	5/1/03
Gary Scharnhorst, NM	- Brander Matthews - letter	5/19/03
Laura Shapiro	John Schaffner - excerpts - letter	5/21/03
Victoria Buchon, MI	E.C. Stedman	5/21/03
Katherine A. Geffken, Italy	- George Olcott papers, quote	5/21/03
Kathleen Olson	David Eugene Smith - Pascal & Descartes	5/27/03
Amber L. Cohen, SC	Ernst Nagel - image permission	5/27/03
Jane Pomeroy, ME	Images from Alexander's diary	5/29/03
Franklin K. Toker, PA	F.L. Wright - photo -	6/16/03
Jane Pomeroy, ME	Quote minutes from Anderson diary	6/16/03
Katrin Finkemeier - Germany	- Allan Poe daguerreotype (Cover)	6/24/03
Robert Sugar, NY	Marco Polo Italian ed.	6/26/03
~~Roger~~ Salamovsky	Mina Loy - Hawkes Papers	6/30/03
C. Davis	Hart Crane -	6/30/03

Angeles. The book contains twenty-six laconic short fictions, evocative of the West in which the artist lives, each obliquely related to his biological alphabet of accompanying wood-engravings. These range from the armadillo, *Tolypeutes tricinctus*, to the meadow jumping mouse, *Zapus hudsonius*, as well as the jack rabbit, shown here.

ANTHONY TROLLOPE (1815-1882)
Rachel Ray, a Novel
London: Chapman and Hall, 1863

Anthony Trollope signed a contract for this work to appear in the periodical *Good Words*, but the editor decided that Rachel Ray's ungodly character made the work unfit for Sunday reading, and paid Trollope a fee to cancel the contract. The work is Trollope's tirade against the intolerances of the Evangelical community, depicting a brewery worker's attempt to win the hand of Rachel Ray. Shown here is volume one of the two-volume work.

PLAYING CARDS
Depicting the English victory over the Spanish Armada
England 18th century
From the Albert Field Collection of Playing Cards

Gift of George Albert Field

Rare Book and Manuscript Library
2002-2003

Student Assistants (GAs) - Acct 2-78800				
Work Period Covered	**Hours**	**Total Salary**	**Fringe**	**Dept. Charge**
6/16/02 - 6/30/02	240.50	2344.44	$266.55	$2,610.99
7/7/02 - 7/14/02	173.75	1626.81	252.93	1,879.74
7/21/02 - 7/28/02	241.75	2287.38	360.04	2,647.41
8/4/02 - 8/11/02	255.50	2574.31	325.38	2,899.69
8/18/02 - 8/25/02	265.25	2541.56	379.79	2,921.35
9/1/02 - 9/8/02	96.00	1178.06	114.94	1,293.01
9/15/02 - 9/22/02	190.25	1851.00	109.02	1,679.74
9/29/02 - 10/6/02	218.25	2132.69	87.51	1,809.01
10/13/02 - 10/20/02	203.25	2062.63	72.92	1,876.08
10/27/02 - 11/3/02	185.50	1171.06	48.33	1,584.90
11/10/02	52.00	484.13	4.78	408.43
11/17/02 - 11/24/02	140.50	1312.94	7.17	1,068.97
12/8/02	36.25	338.56	5.00	343.56
15/15/02 - 12/22/02	95.75	894.81	20.21	676.37
1/9/03 - 1/26/03	70.75	817.44	26.95	684.82
2/2/03 - 2/9/03	89.00	833.94	10.65	696.12
2/16/03 - 2/23/03	90.75	849.94	13.26	734.16
3/2/03 - 3/9/03	82.00	767.19	6.52	626.63
3/16/03 - 3/23/03	73.50	690.44	24.12	598.01
3/30/03 - 4/6/03	60.25	563.63	0.00	413.77
4/13/03 - 4/20/03	58.50	545.63	0.00	413.81
4/27/03 - 5/4/03	63.00	588.38	0.00	452.40
5/11/03 - 5/18/03	48.25	450.06	0.00	354.32
6/1/03	6.75	62.44	5.71	68.15
6/8/03 - 6/15/03	98.75	913.44	83.58	997.02
TOTAL	**3136.00**	**$29,882.91**	**$2,225.36**	**$29,738.46**

Archives of the Carnegie Corporation of New York
Annual Report FY 2002-2003 (July 1-June 30)

Prepared by Jane Gorjevsky, Curator
Rare Book and Manuscript Library, Columbia University

Mission
The mission of the archive is to identify, preserve, and make available the permanently valuable records of the Carnegie Corporation of New York.

Introduction
The last report submitted to the Corporation by William Stingone, covered FY 2001-2002.

From February to April 2003 there was no Curator of the Carnegie Collections. Jane Gorjevsky became curator on April 15th, 2003. According to the deed of gift between CCNY and Columbia University, signed in November 2002, the curator has to submit quarterly reports to the CCNY. Since no quarterly reports have been filed as of now, the following annual report covers the activity in the Carnegie Corporation archives from July 1, 2002 to June 30, 2003. From now on, the curator will submit reports in the beginning of each quarter.

Accessions

The following material was transferred to the Rare Book and Manuscript Library. (RC=Record Carton)

December 2002	Legal files from Secretary's Office (6 RC) transferred from CCNY

The following additions are expected in the near future.

Deed of gift signed on May 13, 2003	Carnegie Home Trust correspondence, check registers and ledgers (2 RC) received as a gift from Carnegie Hall Archives
Invoice sent on June 30, 2003	Carnegie Home Trust minutes, stock certificates, and the ledger of stock holders purchased by CCNY from the private collector

Processing

Carnegie Corporation of New York (CCNY)

The files of Task Force on Meeting the Needs of Young Children (TFMNYC) and Task Force on Learning in the Primary Grades (TFLPG) were processed by William Stingone and student assistants in 2002. These materials will be added to the Special Initiatives Series of the CCNY finding aid.

The CCNY microforms collection was surveyed in preparation for possible digitizing project by Jane Gorjevsky in 2003

Carnegie Endowment for International Peace (CEIP)

Centre Européen records were processed by William Stingone in 2002. The finding aid was published online at http://www.columbia.edu/cu/libraries/indiv/rare/guides/CEIPEuro/index.html.

Two of the four indices to bound CEIP records (those for the Division of Economics and History and the Division of Intercourse and Education) were converted into electronic form by William Stingone and student assistants in 2002. They are the two most consulted indices. Each index is presented as one continuous alphabet listing (whereas the paper versions had a separate alphabet for each year) and is available on the web at http://www.columbia.edu/cu/libraries/indiv/rare/guides/CEIP/index.html, as well as at the RBML reference desk.

Carnegie Council on Ethics and International Affairs (CCEIA)

CCEIA finding aid, previously available in paper format only, has been scanned and converted into the MS Word document. Jane Gorjevsky, with help from student assistants Dana Simpson and Ian David Volner, is currently converting this finding aid into a database format. This format will allow for fast searches, web publishing and easy conversions. In addition the student assistants are comparing the finding aid container list to the actual contents of each box, noting the errors, omissions and discrepancies. This project was initiated in preparation for a future transfer of the CCEIA collection to the off-site storage.

Reference

From July 2002 through June 2003, 123 researchers made 152 queries (by email, fax, mail, and in person) about the records from Carnegie collections. There were 15 requests from the Carnegie Corporation staff. The statistical information is summarized in the following table.

Collection	Researchers	Reference Requests	Visits
CCNY	93	118	32 (151 boxes, 4 bound volumes, 29 microfilm reels)
CEIP	15	19	19 (71 boxes, 36 bound volumes)
CFAT	6	6	0
CCEIA	4	3	2 (9 boxes)
General*	6	6	n/a
Total	123 **	152	39 (231 boxes, 40 bound volumes, 29 microfilm reels)

* Reference questions related to Andrew Carnegie and/or Carnegie Collections, but not focused on materials from any particular collection.
** Several researchers used more then one collection.

In addition, the library processed 44 interlibrary loan requests for microfilms relating to Andrew Carnegie's Library and Church Organ philanthropy.

The subjects of reference questions included Andrew Carnegie, adult education and literacy, American Art Criticism, arts education, Australian museums and art galleries, biographies (Mary Cecil Allen, Nicholas Murray Butler, Herbert Feis, Eil Heckcher, Sidney Gulick, Frederick Keppel, Howard E Wilson), genealogical research, history and anniversary celebrations for various Carnegie libraries, American Library Association study by William S. Learned, Carnegie Trust for the Welfare of Children, CFAT Flexner report, educational programs at Carnegie Hall, Film Council of America, Carnegie Forum on Education and the Economy, American Council of Learned Societies, Children's Television Workshop, studies of New York public schools, Committee on World Friendship Among Children, League of the Rights of Men, World War I, Commission to Study the Organization of Peace, Philanthropic Foundations and Congress, Maritime Art in Canada, Americanization Studies, Inter-American cultural and scientific relations, South African Poor White Study, US China Policy, Philanthropy in US-Japan relations

Researchers included graduate and undergraduate students in education, geography, history, social work and political science, historians; librarians; professors of social work and history; journalists, freelance writers and scholars. The researchers were from all over the world and were affiliated with such institutions as Adelaida University, Art Gallery of New South Wales, Brandeis University, Canard County Library (Kanawha), Carnegie Endowment for International Peace, Citigroup Media Services, Colgate University, Columbia University, CUNY Graduate Center, Grinnell College, Health Affairs Journal, Hiroshima University, Human Rights Centre, Japan Center for International Exchange, Kutztown University, Michigan State University, Monroe County Public Library, Oxford University, Rutgers University, San Antonio Public Library, Shelbyville-Shelby County Public Library, Sorbonne, Stanford University, SUNY- Binghamton, Teachers College, Tecumseh District Library, Temple University, TIAA-CREF, Union City Public Library (NJ), Universidad Torcuato Di Tella (Argentina), University of California, University of Essex, University of Hong Kong, University of Illinois, University of Kentucky, University of Minnesota, University of Nebraska, University of New Mexico, University of Oklahoma, University of South Carolina, University of South Dakota.

Curator's other activities:

During the period from April 15, 2003 to June 30, 2003, the curator spent 80% of her time working on Carnegie Collection. In addition to the activities mentioned above, the curator also:

- Became acquainted with Carnegie Collections history, holdings and issues, enhanced her knowledge of RBML policies and procedures
- Served as a reference desk backup for one day each week (approximately 2.5 hours of work per week).
- Worked with colleagues in RBML and the Columbia University libraries to develop standards for online exhibits of the archival materials, and methods for the electronic delivery and presentation of archival finding aids. These methods would be applied to present and future Carnegie Collections finding aids and exhibits.
- Served as president of the Archivists Round Table of Metropolitan New York.

Goals

- Continue to reprocess parts of the CCNY Records and enhance the collection's finding aid. In particular, add the records of CCNY Special Initiatives and Task Forces and integrate more specific Reports on Grants listing into CCNY finding aid
- Design and develop a Carnegie Collections web site that would include, in addition to the finding aids for the different collections, electronic versions of other useful resources such as the Corporation's Review Series, Durand Miller's book *Carnegie Grant for library buildings*, and the often used library philanthropy files on microfilm.
- Complete the conversion of the pre-existing indices to the CEIP Records into electronic form.

- Oversee the transfer of CFAT, CCEIA, and CEIP materials to the offsite storage. Review CFAT and CCEIA finding aids before the transfer and convert them into searchable databases.
- Accession 100 boxes of new Grant files from CCNY in Dec. 2003
- Begin the CCNY microfilm digitization and preservation project.

Respectfully submitted,

Jane Gorjevsky

July 10, 2003

Rare Book and Manuscript Library
2001-2002

Student Assistants (GAs) - Acct 2-78800				
Work Period Covered	**Hours**	**Total Salary**	**Fringe**	**Dept. Charge**
6/24/01 - 7/1/01	287.00	$2,712.25	$362.78	$3,075.53
7/8/01 - 7/15/01	221.00	2122.88	299.09	2421.96
7/22/01 - 7/29/01	234.75	2255.19	325.84	2581.03
8/5/01 - 8/12/01	181.00	1800.31	311.14	2111.45
8/19/01 - 8/26/01	76.50	889.13	212.4	1101.53
9/2/01	22.75	257.69	50.06	307.75
9/16/01 - 9/23/01	97.25	875.25	0	679.50
9/30/01 - 10/7/01	124.25	1133.75	0	876.05
10/14/01 - 10/21/01	142.50	1302.63	0	1020.70
10/28/01 - 11/4/01	171.25	1568.38	0	1231.33
11/11/01 - 11/18/01	149.25	1362.88	0	992.00
11/25/01 - 12/2/01	130.00	1188.50	0	949.17
12/9/01	58.00	528.50	0	528.50
12/16/01 - 12/23/01	72.75	664.94	0	503.99
1/20/02 - 1/27/02	46.25	422.06	0	422.06
2/3/02 - 2/10/02	108.25	979.31	0	797.06
2/17/02 - 2/24/02	153.25	1384.50	0	1136.10
3/3/02 - 3/10/02	131.25	1194.75	0	980.10
3/17/02 - 3/24/02	92.50	838.19	0	788.24
3/31/02 - 4/7/02	173.50	1620.88	0	1438.63
4/14/02 - 4/21/02	151.75	1419.94	0	1222.84
4/28/02 - 5/5/02	138.75	1254.44	0	1107.29
5/12/02 - 5/19/02	134.00	1265.75	0	1252.25
5/26/02 - 6/2/02	156.75	1530.75	140.06	1670.81
6/9/02 - 6/16/02	178.75	1750.50	160.17	1910.67
TOTAL	**3433.25**	**$32,323.35**	**$1,861.54**	**$31,106.54**

Columbia University Information Services
LIBRARIES
Rare Book and Manuscript Library
Budget and Actual Expenditure for Acquisitions
FY 02/03

Account	Description	Sub code	Budget	Actual
GENERAL INCOME				
2-71293	Special Collections	6810 Library Books	$75,000	$115,363
2-71293		6817 Appraisals	$1,061	$509
2-71293		6820 Periodicals	$8,000	$8,132
2-71293		6840 Binding	$16,602	$15,254
2-71296	Manuscript Binding	6840 Binding	$0	$19,344
2-71905	Graphic Arts	6810 Library Books	$2,000	$1,576
2-71905		6830 Continuations	$432	$292
Total General Income			*$103,095*	*$160,470*
RECOVERIES				
4-71019	Special Collections Duplicates	6810 Library Books	$8,000	$8,000
Total Recoveries			*$8,000*	*$8,000*
GIFTS				
6-42103	Radov Gift	6810 Library Books	$0	$200,000
6-42442	Morris Papers Fund	6810 Library Books	$5,503	$0
6-43867	Herman Wouk Collection	6810 Library Books	$20,000	$0
6-43886	Whitney Phoenix Fund	6810 Library Books	$4,792	$0
Total Gift			*$30,295*	*$200,000*
ENDOWMENTS				
6-46091	Rosenblum Fund	6810 Library Books	$3,869	$795
6-46408	Kennedy Endowment	6810 Library Books	$14,468	$0
6-47075	Brander Matthews	6810 Library Books	$23,769	$8,688
6-47731	Smith Fund	6810 Library Books	$32,106	$18,956
6-47746	Ulmann Fund	6810 Library Books	$26,483	$8,527
6-47747	Strassburger	6810 Library Books	$1,741	$0
6-47750	Epstein Fund	6810 Library Books	$7,344	$28
6-47757	Engel Fund	6810 Library Books	$14,891	$0
6-47758	Friends of CUL	6810 Library Books	$31,200	$15,000
6-48341	Rare Book Endowment	6810 Library Books	$13,677	$5,000
6-48346	Aaron Berg Fund	6810 Library Books	$11,190	$5,959
6-48365	Halsband	6810 Library Books	$86,091	$24,239
6-48486	Tulinoff Memorial	6810 Library Books	$42,746	$7,500
6-48547	Henne Children Literature	6810 Library Books	$5,664	$3,000
6-48555	Samuels (Jack H.)	6810 Library Books	$29,062	$0
6-48562	Cohn	6810 Library Books	$4,492	$4,302
6-48707	Cohen	6810 Library Books	$10,067	$4,998
6-85459	Otto Rank	6810 Library Books	$50,960	$0
Total Endowments			*$409,820*	*$106,992*
GRAND TOTAL			**$551,210**	**$475,462**

PHOTOCOPIES MADE - 2002 –2003

No. of Photocopies Made			
Month/Year	RBML	Lehman Suite	TOTAL
July	3,607	0	3,607
August	1,360	0	1,360
September	1,405	0	1,405
October	2,377	570	2,947
November	1,492	18	1,500
December	1,509	146	1,655
January	2,051	76	2,127
February	2,351	605	2,956
March	1,891	608	2,499
April	2,701	47	2,748
May	352		352
June	4,166	4	4,170
TOTAL	**25,262**	**2,074**	**27,326**

No. of Readers/Researchers - FY 2002-2003

No. of Readers/Researchers				
Date	Gen. Mss.	RBX	Lehman	**Total**
July-02	171	166	4	**341**
August	158	115	31	**304**
September	116	124	5	**245**
October	207	165	15	**387**
November	229	170	5	**404**
December	180	109	3	**292**
January-03	132	101	10	**243**
February	154	134	9	**297**
March	277	195	13	**485**
April	201	176	6	**383**
May	173	129	8	**310**
June	196	149	3	**348**
Total Readers	2194	1733	112	**4039**

MEMO

TO: Patricia Renfro
FROM: Jean Ashton
RE: Annual Report
DATE: September 30, 2002

Attached please find the Annual Reports for the Rare Book and Manuscript Library and the Oral History Research Office.

RARE BOOK AND MANUSCRIPT LIBRARY

Annual Report

2001-2002

FY2002 in the Rare Book and Manuscript Library was rich in events, programs, and planning activities. Our tally of onsite reader visits was up from FY2001 by nearly 370, despite a two-week closure at the end of August. A successful conference on Russian Book and Manuscript Collections in the United States drew attendees from across the United States and abroad. Public programs on Shakespeare, Dawn Powell, and Herman Wouk drew some 700 friends and associates to the Library - many of them first-time visitors. Openings for exhibitions on American diplomat Charles Crane, Shakespeare, liturgical books of the middle ages and Renaissance, and Allan Ginsberg attracted additional visitors, as did the opening of the papers and oral histories of Peter H.L.Chang, the "Young Marshall," famous for his role in twentieth-century Chinese politics. Other significant activities included marked progress on the creation of the John Jay Papers database, the appointment of a new curator for the Herbert Lehman Suite and Papers, the retirement of the Rare Book Curator, and several important acquisitions.

COLLECTION USE

4,375 reader visits on 243.5 days (average: 18 readers per day)
144 foreign readers from 30 countries
7,097 books used and shelved
2,831,897 manuscripts used and shelve
123,648 charges; 35,174 renewals
624,258 Bakhmeteff manuscript items used
31,893 photocopies for patrons
363 general reference inquiries
630 manuscript reference letters (fax, e-mail, paper) answered (excluding Carnegie and Bakhmeteff)
402 Bakhmeteff reference inquiries answered
159 Carnegie offsite reference inquiries answered (37 onsite readers)
115 manuscript boxes and 19 dissertations retrieved from offsite (RECAP and Clancy)

<u>Exhibition Loans:</u>
National Library of Australia: Treasures from the World's Libraries. Sigmund Freud Manuscript
International Center of Photography: Foreign Body: Photography and the Prelude to Genetic Modification. Six plates from Bourneville et Regnard, *Iconographie Photographique de lat Salpetriere.*
American Sephardi Federation, Center for Jewish History. *Jews and Jurisprudence,* 7 items from the Cardozo papers

<u>Items Borrowed for RBML Exhibitions:</u>
Scott Schwarz, New York; 3 manuscript items and 1 framed manuscript for *Celebrating the Liturgy's Books.*
Allen Tobias, Brooklyn, New York; 16 items for *The Lion For Real*

CLASSES, PROGRAMS, EVENTS AND EXHIBITIONS

119 classes, tours, orientation programs and public events
1,414 attendees

Programs and Openings:

October 11, 2001 ----------	Charles Crane Exhibition Opening and reception
October 11-13, 2001 -----	Conference: Russian and East European Book and Manuscript Collections in the United States
October 15, 2001 ----------	Dawn Powell: A reading and reception co- sponsored by the Library of America, 100 guests
October 18, 2001 ----------	Reception for Core Curriculum Faculty
December 5, 2001 ---------	Opening Reception for *Shakespeare and the Book*
December 11, 2001 -------	The Four Shakespeare Folios: Presentation by David Kastan to the Stephen Whitney Phoenix Society
January 23, 2002 ---------	Ninth Annual Book Arts Lecture: David Kastan "Shakespeare and The Book" (Lerner Hall), 200 attendees
February 7, 2002 ---------	Herman Wouk Reading: *The Caine Mutiny* (The Kraft Center), 400 guests attended
April 2, 2002 ----------	Inaugural Kristeller Lecture: "Compassion and Terror" Martha Nussbaum, (Italian Academy) 200+ guests
April 7, 2002 ----------	Medieval Academy: Open House and viewing of *Celebrating the Liturgy's Books*
April 11, 2002 ----------	Opening Reception for *Celebrating the Liturgy's Books: Medieval and Renaissance Manuscripts*
April 12, 2002 ----------	Reception for Columbia College Parents (UDAR program)
June 3, 2002 ----------	Opening Reception for the Peter H.L.Chang Papers and Oral Histories
June 4, 2002 ----------	Curator's Tour for The Grolier Club of*Celebrating the Liturgy's Books*

NOTE: The Rare Book and Manuscript Library was closed to the public August 20-31

Tours and Classes:
Papyrological Studies, Religion, Music, Artist Books, American History, Medieval and Renaissance Studies, Core Curriculum: Literature and Humanities and CC; The Enlightenment; James Joyce, Shakespeare
Outside groups: The Brearley School, Nightingale School, New York University, The Grolier Club, Medieval Academy, Rutgers School of Library and Information Science

Exhibitions:
Kempner Gallery:
May 2001- September 2001 - *From Hippocrates to Gray's Anatomy: Highlights from Archives and Special Collections of the Augustus C. Long Health Sciences Library*
October 2001 - December 2001 *--Charles Richard Crane: Businessman, Diplomat, Philanthropist*

December 2001 ---------- March 2002*: Shakespeare and the Book*
April 2002 - June 2002 ---------- *Celebrating the Liturgy's Books: Medieval and Renaissance Manuscript*

West Gallery:
May 2001 - September 2001 ----- *New Addition: Jazz Suite by Nina Mera*
September 2001 - April 2002 ---- *Prints from the Alan C. Kempner Collection*
May 2002 - September 2002 ----- *The Lion for Real": Allan Ginsberg and Columbia University*

Chang Gallery:
January - February 2002 --------- *The Caine Mutiny Anniversary*
February 2002 ---------- *Rudolph Ellenbogen - Favorite Books*
May 2002 ---------- *The Peter H.L. and Edith C. Chang Papers*

Online Exhibitions:
Shakespeare and the Book (with CCNMTL)
Celebrating the Liturgy's Books (with CCNMTL, a joint website with other NYC repositories)

COLLECTION DEVELOPMENT

New Accessions - Manuscripts; 783 linear feet

Selected Major Gifts: Books and Medieval Manuscripts:
Pride and Prejudice (First Edition, in original publisher's binding) from Alene Bricker ($45,000 appraised value)
A collection of rare editions of William Bronk's poetry from James Weil ($31,525 appraised value)
A collection of rare books, exemplifying early and mid-twentieth-century fine printing from the library of Rita and Jacob Berger, gift of Vivian Berger ($350,000 appraised value)
Two donations ($30,000 and $28,050) from Sylvia and Joseph Radov to buy current books of Vincent FitzGerald & Company
John Colton, *A briefe exposition of Ecclesiastes*, 1654, with early American ownership inscriptions, including John Adams; Calvin Smith, *The Western Tourist,* with rare map; silver box with image of Montgolfier balloon over Strassburg; encrypted message on vellum, possibly 18th century Masonic text: gifts of Sam and Katalin Schaefler ($4,650 appraised value)
250 early 20th-century literary works, largely by Edith Wharton, from the collection of the late Iola Haverstick,; gift of the estate (not yet appraised)
Miscellaneous books and manuscripts, largely 18th century; gift of Chris Coover (appraised value - not available)
Miscellaneous books and manuscripts relating to William Bronk ; gift of Elizabeth Lee (appraised value - not available)
(Med/Ren) Lease in Latin and Occitan, 1368, gift of Michael Reynard
(Med/Ren) Leaf from breviary, northern France, end of 13th century, gift of Emil Polak

Selected Important Gifts - Manuscripts and Archives:
David Dinkins papers - Gift of David Dinkins (not yet appraised)
David Dinkins papers - Gift of Cornell University (not appraised)

Seymour Sindeband Collection of documents and manuscripts related to the history of mathematics and physics - gift of the late Seymour Sindeband (appraised value - not available)
Phoebe Jacobs Collection of the Archives of the Louis Armstrong Jazz Institute and miscellaneous materials relating to the history of jazz - gift of Phoebe Jacobs (not appraised)
Materials relating to the World Trade Center disaster, 16 boxes - gift of New York Cares (not appraised)
Eli Ginzberg papers (146 boxes) - gift of Eli Ginzberg (not appraised)
Leonard Altman papers, relating to 20th-century music - gift of Tim Page (appraised value na)
Diaries of Charlotte Salisbury - Gift of Charlotte Salisbury (not appraised)
Donations to the Bakhmeteff Archive from Leopold Haimson, Vladimir Zaitsev, Varon von Falz-Fein, Yurii Shevelov, Gretl Loebl, Publishing House Hermitage
Additions to the following collections:
Charles Richard Crane (gift of Thomas Crane); Bellz Abzug; Jacque Barzun, Citizens Union, Peter Gay, Carnegie Corporation, Michael Reynard, Rochelle Owens, George Economou, George Borchardt, Don Congdon, Watkins Loomis, IIRR, Jerome Moross, George L. Harrison papers, Murray Kempton papers, Francis Steegmuller, Seymour Melman, Fritz Stern, Edward Costikyan, Harrison Salisbury

Significant Purchases - Books and Codex of Manuscripts
125 Rare Books purchased for the collection, among them:
Aeschylus, *Oresteia.* A new version by Ted Hughes, woodcuts by Leonard Baskin (Rockport, ME: Gehenna Press)
Aristotle, *De interpretatione*. (Lyon: E. Baland, for S. Vincent, 1515)
Lucianus of Samosata. *De veris narrationibus commentarii…* (Basel: Valentin Curio, 1524)
Padovani, Giovanni. *Viridiarum mathematicorum* (Venice: Bolognino Zaleri, 1563)
Abbey of Weyhill, The. *A Romance* (London: for the author, and sold by Lane, Newman and Co 1805) 1 of 2 known copies from Minerva Press
Kent, Rockwell and J.G.B. Ewing. *Blue Mouse: The Organ of Reform* v.1 nos 1 & 2, 1906
16th century lectionary, the Franciscan nuns of S. Lorenzo in Panisperna, Rome
Late 18th century antiphonal produced by stencil, Presberg, near Mainz

Significant Purchases - Manuscripts
Important early Tennessee Williams manuscripts, including 10 early poems (several unpublished) and two journals from the 1940s
Journals and early correspondence of Lionel Trilling
John Henry Shorthouse, *Blanche, Lady Falaise*, a. ms. novel, ca 1890-91
Eddie Locke jazz photograph archive
Barry Miles (Alan Ginsberg biographer). Papers
Paul Auster (contemporary novelist, Columbia graduate). Papers
Sol Stein (New York publisher) Business Papers, addition to existing collection
Hodder & Stoughton Papers (publishing agreements & correspondence files, 1880-1910)
Lady Eleanor Butler and Sarah Ponsonby. A. Ms. *Journal of Inhabitants of a cottage in the vale of Llangollen North Wales*

NEW GRANTS, GIFTS, AND BEQUESTS RECEIVED

National Endowment for the Humanities-- $122,482 for Preservation of Oral History tapes of 20th century politics -
National Endowment for the Humanities -- $ 207,289 for Access and Stablization of the Joseph Urban Collection
Florence Gould Foundation -- $25,000 for the John Jay Digital Image Database Project
National Endowment for the Humanities - $3,906 for participation in the Centennial of John Steinbeck's Birth National Celebration
Kress Foundation - $2,500 for the exhibition, *Celebrating the Liturgy's Books*
Algonac Foundation - $500 for the World Trade Center archives project
New York Times Foundation - $10,000 for processing journalism collections
Norman and Rosita Winston Foundation - $40,000 for processing the Arthur Levitt papers
Sylvia Radov and Joseph Radov gifts - $58,050 (see Gifts - Books)
Harriman Institute - $6,000 for Bakhmeteff Conference
East Central European Center - $1,000 for Bakhmeteff Conference
Peter H.L Chang bequest - $250,000 for maintenance of the Chang Reading Room
Subotich-Pereplotchnikov gift - $3,000 for the Bakhmeteff Archive
Bank of New York - $1,000 for the Bella Spewack Fund
RBML Associates and Stephen Whitney Phoenix Society gifts - $16,929

EARNED INCOME

Permission fees and sale of publication - $8,069
Photocopies - $7,496

PROCESSING AND PRESERVATION

77.5 linear feet (ca 34,535 items) - manuscripts processed, excluding Bakhmeteff and Carnegie
51 reels of microfilm created and cataloged
2103 monographs cataloged (Smith, Economou, Owens, Bronk additions)
1036 items added to portraits/ephemera files
339 dealer and auction catalogs added
102 serial issues added; 27 serials claimed
906 p-slips created
2018 Binding Cases created for 1,446 rare items, 138 non-rare items; 434 portfolio binders
36 items preserved in house (*Celebrating the Liturgy* items)
Survey of stack 15 housing needs for Butler renovation in progress electronic finding aids
1442 microfilmed manuscripts (Kristeller gift) identified and cataloged
14 new finding aids added to RBML website; 90 finding aids already on website revised

GRANTS IN PROGRESS OR COMPLETED

Digital Scriptorium - Final year of a National Endowment for the Humanities grant to expand and enhance the database, administered by UC Berkeley
John Jay Digital Image Database - Second year (with extension to third year) of National Endowment for the Humanities grant to create image database
Gladys Krieble Delmas Foundation - Final year (extension) of Electronic Finding

Electronic access to Performing Arts collections (32 finding aids added to RBML website)
Peter and Edith Chang Papers processing - ongoing processing of papers of Marshall Chang (largely completed by June 1; some work continues)
PriceWaterhouseCoopers Archive - processing completed, August 31, 2002
Friendship Fund and other sources: - processing of the papers of Charles Richard Crane - in progress

STAFF NEWS

New Staff:
Joshua Lupkin, Curator of the Herbert Lehman Suite and Archives (November, 2001)
Jane Gorjevsky, Project Archivist, PriceWaterhouseCoopers Archives

Retirement:
Rudolph Ellenbogen, Curator of Rare Books

OTHER RBML ACTIVITIES

Negotiations for major manuscript/archives collections: Martin Luther King papers, Malcolm X papers; C.L.R. James papers; Carmen Martin Gaite papers; Human Rights Watch papers; New York City Chamber of Commerce papers, Rudolph Giuliani papers; Amiri Baraka papers; Armenian oral history tapes
Creation of World Trade Center Research and Study Archive (processing underway)
Phase IV Renovation planning, including surveys and preservation assessments
RECAP preparation - Barcoding and collections review: 6,000 boxes to go in 2002/3
Renovation of spaces within the Lehman Suite
Planning and oversight of ostraka and papyrus rehousing activities
Exhibition guidelines preparation
Floor refinishing project (August 12-30, 2002)

Jean W. Ashton
September 30, 2002

2001-2002 Annual Report

Oral History Research Office - Accomplishments, 2001-2002

9/11 Initiatives

The primary focus of the work of the Oral History Research Office in 2001-2002 was the documentation of the terrorist events of September 11, 2001 and their aftermath. "The Oral History Narrative and Memory Project" was founded by Mary Marshall Clark and Peter Bearman (director of the Institute for Social and Economic Research and Policy) immediately following the disaster. The project is a longitudinal life narrative oral history project through which over 400 people have been interviewed; a subset of those will be interviewed again in 2002 and 2003. The aims of the project are: 1) to allow people who were both directly and indirectly influenced to assess the impact of 9/11 on their lives and the lives of their communities; to study the relationship between the formation of individual memory and collective memory of the events/aftermath; to create a public archive and public resources for interpretation of the meaning of the events of 9/11. The Oral History Narrative and Memory Project was funded by the National Science Foundation, the Rockefeller Foundation and Columbia University. A $10,000 consultation grant funded by the NEH was awarded in August, 2002 to support public dissemination efforts.

During June and July, 2002 the Oral History Research Office began two new September 11, 2001 related projects. They are: "The Response and Recovery Oral History Project," in which forty professionals in the fields of law, philanthropy, job rescue, trauma and education are being interviewed, in addition to twelve people who were severely traumatized, and; "The Telling Lives Project," a public outreach project focused on families, communities and youth. Both projects were funded by the New York Times 9/11 Neediest Fund. Outcomes for these two projects will include a guide for interviewers documenting narratives of trauma (Response and Recovery) and guides for educators as well as community centers for conducting oral history projects in group settings (Telling Lives Project). In both "Response and Recovery" and "Telling Lives" OHRO staff will be working in direct collaboration with psychologists and educators.

Summary of Grants Received:

Oral History Narrative & Memory Project:

National Science Foundation:	$50,000
Rockefeller Foundation:	$132,849
Columbia University:	$350,000
NEH	$10,000

The Response and Recovery Oral History Project

New York Times 9/11 Neediest Fund	$100,000

The Telling Lives Project

New York Times 9/11 Neediest Fund	$50,000

9/11 Initiatives, continued

Total Interviews Conducted for 9/11 Initiatives: 440 interviews.

Collaborations:

The Oral History Research Office has developed collaborations with the Columbia University School of Public Health (to conduct 50 interviews); the New-York Historical Society, the New Jersey Historical Society, the New York University Child Study Center (for the Telling Lives Project), and "The September 11 Digital Archive" founded by the American Social History Project/Center for New Media and Learning at the Graduate Center of the City University and the Center for History and New Media at George Mason University.

Individual Interviews and Projects Added to the Collection

William Golden

Four sessions totaling 5 hours were conducted with William Golden by Ronald J. Grele.

Animal Advocacy Oral History Project

The Oral History Research Office has received and processed 10 interviews conducted by the Animal Advocates Oral History Project, focusing on the history of the international movement to support animal advocacy.

Abraham Beame Administration Project

The Oral History Research Office processed eight interviews previously donated to the Office on the Abraham Beame administration.

The Peter H. Chang Project

The Oral History Research Office compiled transcripts and indexes of the Peter H. Chang oral history donated to the University for release in June, 2002.

The Columbia University 250th History Project

The Oral History Research Office processed four life history interviews conducted for the 250th anniversary celebration of Columbia University.

The Student Movements of the 1960s Project

The Oral History Research Office processed twelve oral histories conducted on the Student Movement of the 1960s donated by authors of books on the 1960s.

Individual Interviews and Projects Added to the Collection, continued

Women in Law Oral History Project

The Oral History Research Office completed processing and submission of nine new interviews with women who attended the Columbia University Law School during the 1930s, 1940s and 1950s and finished processing 20 interviews donated by the Law School Alumnae Association which were conducted over the last five years.

Educational Programs and Seminars

The Columbia University Oral History Research Office Summer Institute on Oral History

The Oral History Research Office held its annual Summer Institute on Oral History in July, 2002; its title was "Oral History in Contemporary Contexts: Documenting Narratives of War, Conflict and Displacement" The institute was attended by twenty-two fellows.

University Seminar on Oral History Research and Documentation

The Oral History Research Office held eight seminars during 2001/2002 to support research on the theories and methods of oral history documentation.

E-Seminar

Mary Marshall Clark conducted the first two installments of an e-seminar, "How to Conduct Your Own Community History Project," in collaboration with EPIC.